Visioneer®
Strobe XP 300
User's Guide

visioneer

for Windows

Visioneer Strobe XP 300 USB Scanner User's Guide

FOR WINDOWS

visioneer

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This equipment has been tested and found to comply with the limits for the class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and if not installed, and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try and correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

This equipment has been certified to comply with the limits for a class B computing device, pursuant to FCC Rules. In order to maintain compliance with FCC regulations, shielded cables must be used with this equipment. Operation with non-approved equipment or unshielded cables is likely to result in interference to radio and TV reception. The user is cautioned that changes and modifications made to the equipment without the approval of manufacturer could void the user's authority to operate this equipment.

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

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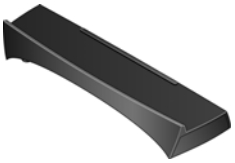
Welcome

Congratulations on purchasing your Visioneer Strobe XP 300 scanner. With your scanner, you can quickly scan color and black-and-white documents and place their electronic images on your computer.

What's in the Box—Visioneer Strobe XP 300

Please check the contents of the box to make sure that all parts are included. If any items are missing or damaged, contact the dealer where you purchased the scanner.

Visioneer Strobe XP 300 Scanner

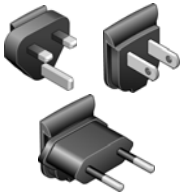


Mounting Stand

AC Power Adapter

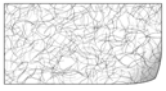
Carrying Case

Mini USB Cable (uses power from computer)



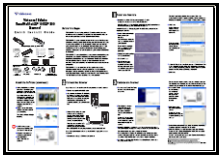
AC Plug Adapters

Calibration Pages (2)



Cleaning Page

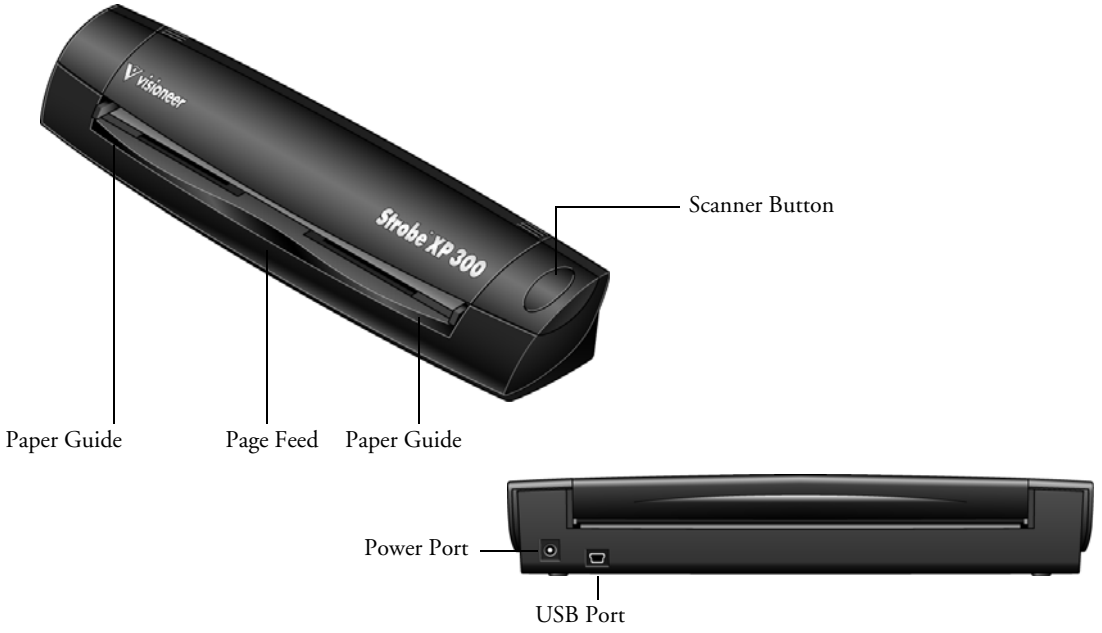
Software CDs (2)



Quick Install Poster and Technical Support Card

Transparency Sleeves (2) for scanning thin paper items

THE VISIONEER STROBE XP 300 SCANNER



Scanner Button—If a OneTouch scan is in progress, cancels the scan and the paper comes out of the scanner. If a OneTouch scan is not in progress, opens the OneTouch 4.0 window so you can adjust the scanner settings.

Paper Guides—Adjusts to the size of the paper being scanned.

Page Feed—Automatically feeds documents through the scanner when its sensors detect the presence of a document.

Universal Serial Bus (USB) Port—Connects the scanner to the USB port on your computer. Scanner can draw power from the computer through the USB port if you're using the scanner on an airplane, in your car, or at a remote location where electrical power is not available.

Power Port—Connects power adapter for powering the scanner from a wall outlet if you do not want to use power from the computer to run the scanner. In general, you should use the power port except when electrical power is not available.

Note: The scanner does not have an on/off switch. Just insert a document into the page feed and the scanner will start scanning.

WHAT YOU NEED

IBM-compatible Pentium 4 PC, or AMD equivalent with:

- A CD-ROM drive
- An available Universal Serial Bus (USB) port; 1.1 or 2.0
- Microsoft Windows operating system: 2000 (Service Pack 4), XP (Service Pack 1 and 2), or Vista
- *Windows 2000 and XP:* Minimum of 512 megabytes (MB) of internal memory (RAM)

  Windows Vista: Minimum of 1 gigabyte (GB) of internal memory (RAM)
- 350 MB of free hard disk space

A VGA or SVGA Monitor

The recommended settings for your monitor are:

- High Color (16-bit) or True Color (24-bit or 32-bit)
- Resolution set to at least 800 x 600 pixels

To set your monitor's colors and resolution:

- Open the Windows Control Panel
- Double-click on **Display** then select the **Settings** tab

DOCUMENTATION

Your scanner is delivered with the following documentation:

- Quick Install Card—Abbreviated installation instructions.
- Visioneer Scanner User's Guide—On the Installation CD; contains detailed installation, scanning, configuration, and maintenance information.
- ScanSoft PaperPort User's Guide—On the Installation CD; contains detailed feature and configuration information for the PaperPort software.
- Technical Support Card—Contact information for technical support.

Installing

Installation is a quick, three-step process:

- Install the software
- Connect and Calibrate the scanner
- Register your scanner

BEFORE YOU BEGIN

Please make sure of the following before you begin installation:

- **If your computer has AntiVirus or AntiSpyware software running, you may see messages during installation asking you to allow the installation to proceed. Although the messages will differ based on the software your computer is running, in each case you should allow the installation to proceed. Alternatively, you can turn off the AntiVirus or AntiSpyware software before installing your scanner. But if you do, make sure to turn it back on again when installation is finished.**
- **If you already have a scanner connected to your computer, you need to remove its driver programs first before beginning the installation of your Visioneer Strobe XP scanner. Please see "How to Uninstall Your Scanner" on page 122 for basic instructions, or see the User's Guide that you received with your other scanner for specific instructions.**
- **The information in this guide may cover software not provided with the scanner you purchased. Please disregard any information about the software not applicable to your chosen product. Visit our web site at www.visioneer.com for the latest software updates for your scanner.**
- **If your computer is running Windows Vista, you may see the Vista User Access Control screen asking you to confirm system changes. Click the continue button to allow the installation to proceed.**

STEP 1: INSTALL THE SOFTWARE

The Installation CD contains all the driver software and scanning software to use your scanner.

To install the software:

1. Start Microsoft Windows and make sure no other applications are running.
2. Insert the Installation CD **Disc 1** into your computer's CD-ROM drive.

The Main Menu automatically opens.

Note: If the CD does not start, check the following:

- Make sure the CD drive's door is completely shut.
- Make sure the CD was inserted in the drive in the proper direction (label side up).

To launch the CD manually:

- Open the Windows option for My Computer. You can do this by double-clicking on the **My Computer** icon on your desktop.
- Double-click the icon for your CD-ROM drive.
- The Installation menu for the CD should now open.

If the menu does not open:

- From the list of files on the CD, double-click the file named START32.EXE.

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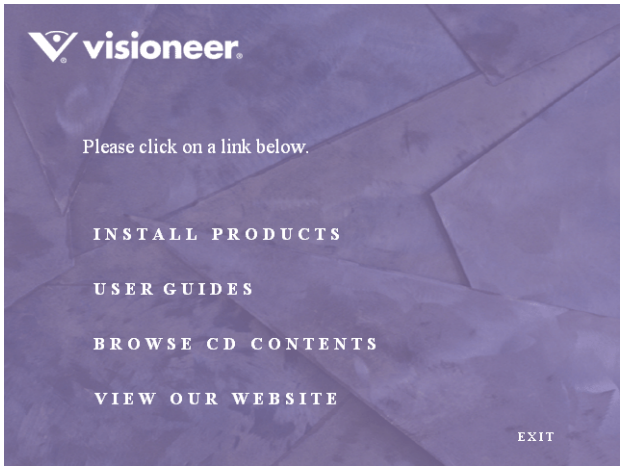
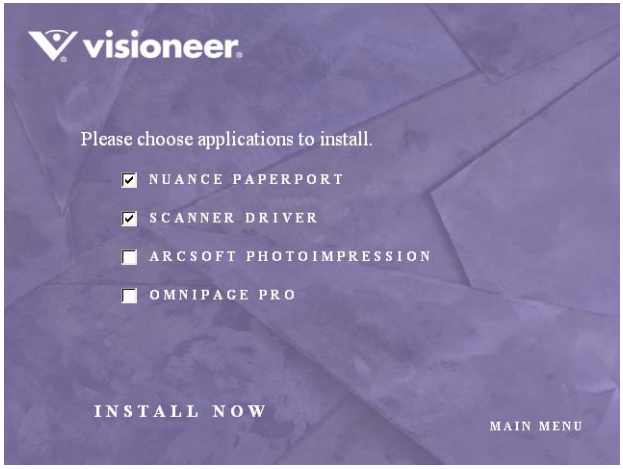
3. On the Installation Menu, select **Install Products**.



4. Make sure the boxes for **Nuance PaperPort®** and **Scanner Driver** are checked.



If you also want to install the additional software provided with your scanner, select the other programs you would like to install.

5. Click **Install Now**.

The PaperPort software installation will start first.

1. The Select Language window opens for the PaperPort software. Click the drop-down menu arrow and select the language you want to use. Click **OK**.

   The first PaperPort Installation window opens.

2. On the PaperPort Welcome window, click **Next**.

   Installing PaperPort will uninstall any existing version of PaperPort and will install the newer version while retaining all of your previous PaperPort files.

3. Read the PaperPort license agreement and select **I accept the terms in this agreement**, then click on **Next**. If you choose not to accept the license agreement, the installation will terminate and the PaperPort software will not be installed.

4. On the Customer Information window, accept the current values or enter new information, then click **Next**.

5. On the Setup Type window, keep the default Setup Type and click **Next**.

6. Click **Install** to begin the installation.

   Reminder: If your computer is running an AntiVirus or AntiSpyware application, you may see messages asking you to allow installation. Select the option to allow installation to proceed with the install.

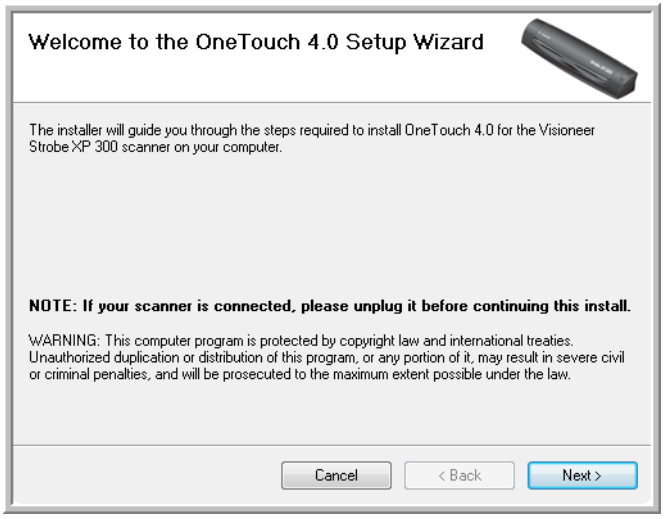
7. On the Product Registration window, do one of the following:

   - Select **Register online**, click **OK**, then follow the registration instructions.
   - Select **Print registration form**, click **OK**, then follow the instructions to complete and print the registration form.
   - Select **Remind me in 7 days** and click **OK**.

8. At the InstallShield Wizard Completed window, click **Finish**.

   If a message window opens instructing you to restart your computer, click **Restart.**

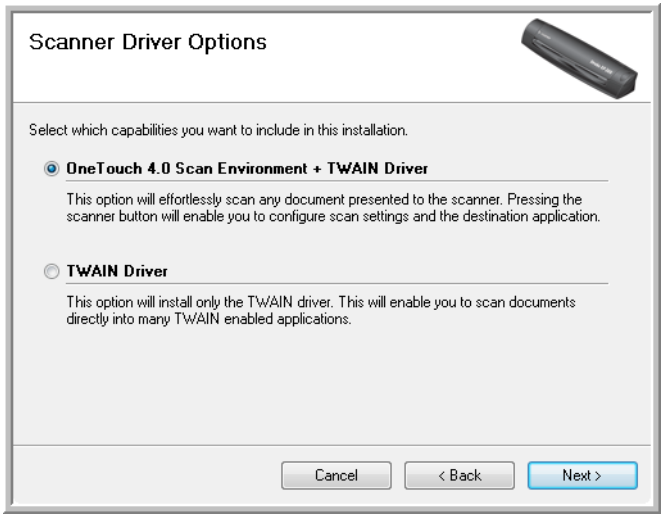
The Welcome to the OneTouch 4.0 Setup Wizard opens.



1. Click **Next**.
2. On the Visioneer License Agreement window, read the license agreement. If you accept the terms, select **I Agree**.

   If you choose not to accept the license agreement, the installation will terminate and the scanner driver will not be installed.
3. Click **Next**.

4. The next window lists the choices of the drivers that you can install for your scanner.



5. Select the option you want then click **Next**.

   - **OneTouch 4.0 Scan Environment + TWAIN Driver**—This is the **recommended** installation. It installs the OneTouch 4.0 software which provides the necessary driver software for the scanner. It also installs scanning interfaces for TWAIN and Microsoft's Windows Image Acquisition (WIA). Installing this option means that you can use several different methods to scan, as explained in this User Guide.
   - **TWAIN Driver**—Only the TWAIN driver is installed. You will only have access to the Strobe XP TWAIN driver and WIA. You will not be able to use the OneTouch software. **WIA is only available if your computer is running Windows XP** or **Windows Vista.**

Note: If you decide to change your scanner's installed drivers later on, you must first uninstall the drivers the scanner is currently using. See the section "To Install Another Driver" on page 123.

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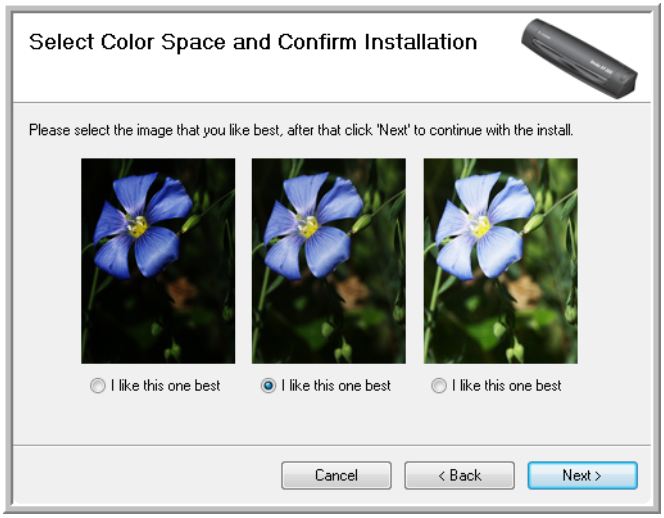
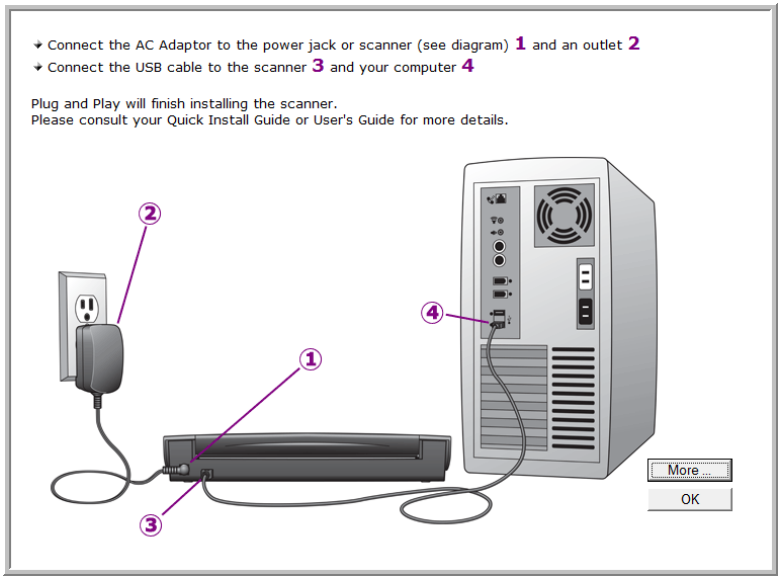
6. A window opens with image quality samples asking you to select an image for your Color Space setting.



The Color Space setting sets the gamma value for the scanner so scanned items look good on your monitor. Gamma controls the brightness of the midtones of colors. That setting can be changed later on as you're scanning.

7. Select the option that looks best to you and click **Next**.
8. The driver installation will now begin.

9. **STOP** when you see the "Complete the installation by connecting your hardware" window. Do **NOT** click **OK** yet. Leave the window open and proceed to "Step 2: Connect and Calibrate the Scanner" on page 12.



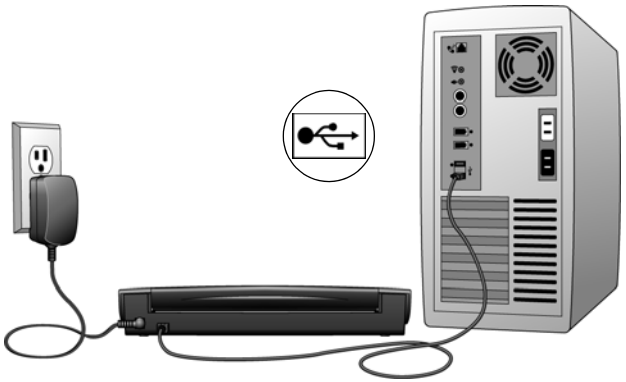
Note: If you want to see more information about your scanner and a quick explanation of how to use the OneTouch features, click the **More** button on the window. When you're finished, return to the window to continue the installation process.

STEP 2: CONNECT AND CALIBRATE THE SCANNER

Your Visioneer scanner connects to any available USB port. Check your computer's manual for USB port locations.

Note: You can connect the scanner to your computer while the computer is running. You do not have to shut down your computer.

CONNECT THE SCANNER



1. Using the on-screen window as your guide, plug the AC adaptor cable into the power jack on scanner, and then plug the AC adapter into an electrical outlet.
2. Plug the USB cable into the USB port on your scanner and then plug the other end into any USB port on your computer.

   Connection to a USB 2.0 High Speed port provides optimum performance, but your scanner can also connect to a USB 1.1 port. The USB symbol identifies the location of the USB port on your computer. If the plug does not attach easily, make sure that you are plugging it in correctly. Do not force the plug into the connection.

Note: You can also connect the scanner to a USB hub if the hub has its own power supply plugged into an electrical outlet.

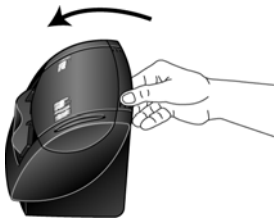
Your computer recognizes that a scanner has been plugged into the USB port and automatically configures its driver database with the appropriate software to run the scanner.

CALIBRATE THE SCANNER

1. The Calibration window opens.
2. Follow the instructions in the calibration window for completing this process.

To calibrate the scanner:

1. Close the scanner's back panel so the calibration paper will feed straight through the scanner.



2. Insert the calibration page into the page feed.

   The scanner grabs the paper and feeds it through the scanner.

   The scanner will automatically pass the sheet back and forth several times.

   Do not remove the sheet until calibration is finished.

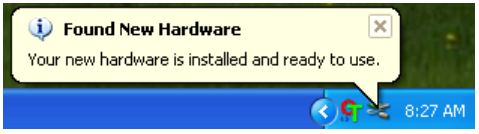
3. When calibration is complete, the calibration paper will back out of the scanner.

Note: If the page does not back out of the scanner, the calibration may not have finished properly. Remove the page and complete the installation of your scanner, then see the section, "Recalibrating or Cleaning Your Scanner" on page 115 to run the calibration again.

4. Remove the sheet and replace it in its plastic bag.

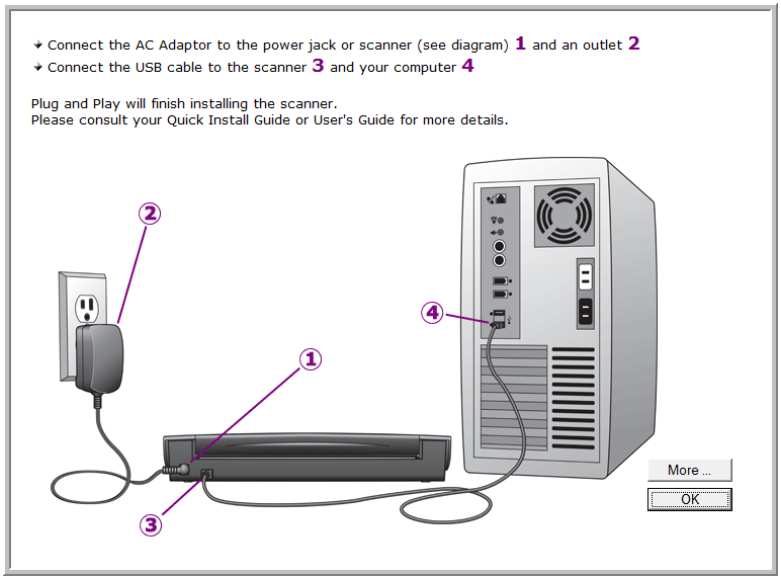
   Do not discard the calibration sheet. You may need it periodically to calibrate the scanner to keep it operating at peak performance.

   Do not proceed until you receive a message that your computer has found the new hardware, or updated the driver database. If your computer is running Windows XP or Windows Vista, you will see a message similar to the following.

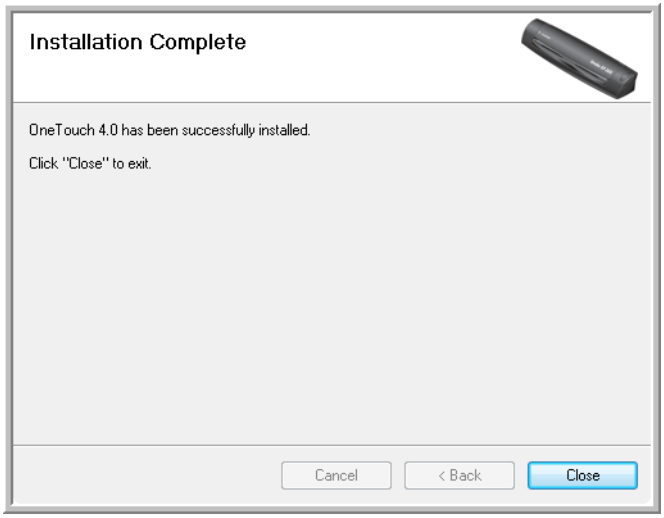


5. When you are certain that the software has completely loaded, return to the "Complete the installation by connecting your hardware" window and click **OK** to complete the installation process.

   You can also click **More** to see a quick overview about accessing and navigating the OneTouch Button Panel. When you're finished reading the additional information, click **OK**.



6. Click **Close** on the OneTouch 4.0 Installation complete window.



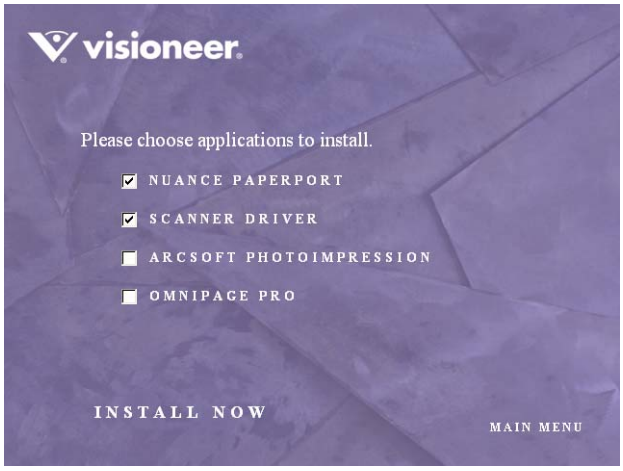
7. You can now install the additional applications you received with your scanner.

ADDITIONAL APPLICATIONS FOR YOUR SCANNER

Your scanner includes free, additional applications on the installation CD.

To install the additional applications:

1. Return to the Installation window and select the additional applications you want to install on your computer.



2. Click **Install Now.**
3. If you select OmniPage pro to install you see a window telling you to remove the **Disc 1** installation CD from your computer's CD-ROM drive and then insert **Disc 2** into the driver to proceed with the OmniPage installation.

To install OmniPage Pro:

1. Make sure the **Disc 1** Installation CD is removed from your computer's CD-ROM drive, and then insert **Disc 2** into the drive.

   The menu for the CD automatically opens.

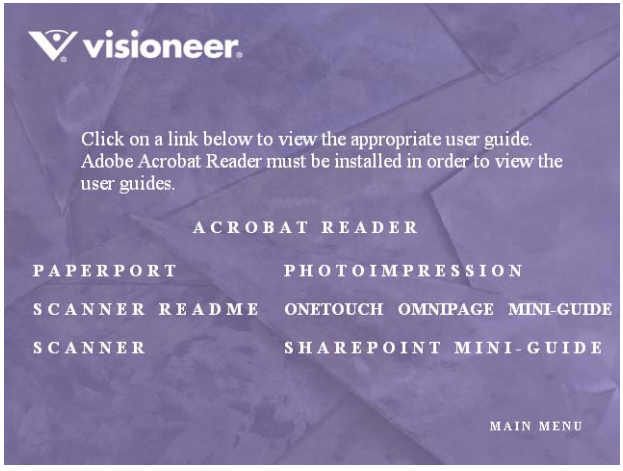
   If the menu does not automatically open, see the troubleshooting steps in the note on page 5.
2. Select **OmniPage Pro** to install.

3. Follow the instructions on the screen.
4. When installation is finished, remove **Disc 2** and store it in a safe place.
5. If you want to install other software from **Disc 1**, re-insert it into the CD-ROM drive now.
6. Follow the instructions on the installation windows.

VIEW THE USER GUIDES

To view the user guides available for your scanner and the software provided with your scanner.

1. Return to the installation **Disc 1** Main Menu.
2. On the Main Menu, click **User Guides**. The Visioneer User Guides window opens. Use this window to view and save the User Guides you want.



The User Guides are in Adobe® Acrobat® PDF format. The CD also includes a free copy of Acrobat® Reader® in case your computer does not have it already installed. The Scanner Readme file is in HTML format and will open in any standard browser.

If you need to, click **Acrobat Reader** to install it now. Follow the instructions on the installation windows.

To view and save the User Guides:

1. Click the name of a User Guide you want to view and it will open in Acrobat Reader. Use the Acrobat Reader **Save** command to save that User Guide on your computer.
   - The SharePoint Mini-Guide has information about a new feature in the OneTouch 4.0 software to link to Microsoft's SharePoint application. This brief Mini-Guide explains how to setup the SharePoint link and use the SharePoint features when choosing new scan settings for your scanner.
   - The OneTouch OmniPage Mini-Guide has information about a new features in the OneTouch 4.0 software. This brief Mini-Guide explains what the feature is an how to use the OmniPage settings when creating or modifying the scan configurations.
2. Return to the Visioneer User Guides window and repeat the process to open, view, and save all the other User Guides you want. **The Scanner Readme file has late-breaking news about your scanner.**
3. When you're finished, click **Main Menu** to return to the main Visioneer Installation window and click **Exit**.

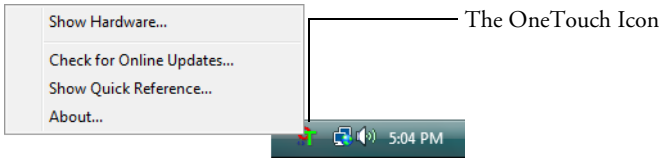
That's it! Installation is finished and your Visioneer scanner is ready to scan.

STEP 3: REGISTER YOUR SCANNER

Registering your scanner is important as it provides you with access to our free telephone support service. Registration also gives you free access to software updates for your scanner.

To register your scanner:

1. Right-click on the OneTouch icon in the Windows Notification Area (at the bottom right corner of the screen).
2. Choose **Check for Online Updates** from the pop-up menu.



3. Follow the instructions on the screen and register your scanner by entering your scanner's serial number and your email address.

Note: A valid email address is required.

The serial number is located on the underside of the scanner.

After registration is complete you will receive an email message with your RegID. Your RegID is very important because you will need it when accessing free telephone support, or checking for online updates.

4. After receiving your RegID, write it down on a piece of paper and keep it with your scanner so you will be able to find it easily.

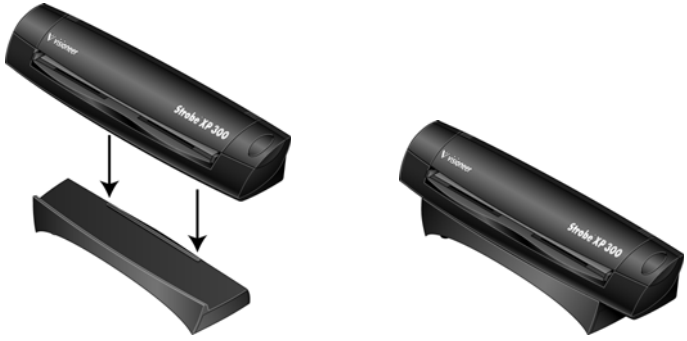
SET UP YOUR SCANNER

STROBE XP 300 STAND

Your scanner is designed to fit within easy reach of your keyboard.

The stand that comes with the scanner is specifically designed so the scanner easily fits between your computer keyboard and monitor.

- Place the scanner on its stand so the lip on the stand fits into the groove on the bottom of the scanner.



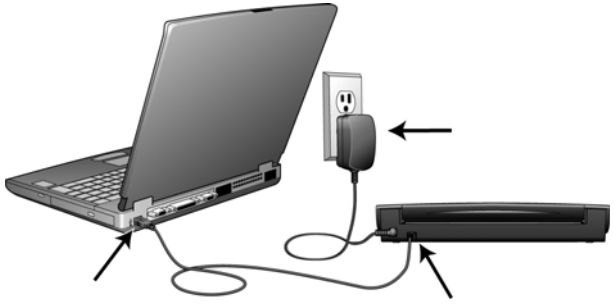
- Fit the scanner and stand between the keyboard and monitor.

SCANNING ON THE GO

Because the XP 300 can draw power from the computer through the USB cable, you can use your scanner on an airplane, at a remote job site, in your car, or anywhere else where an electric outlet is not available.

- Connect the scanner to your laptop with the USB cable. The scanner will draw its power from the laptop battery.

- The Strobe XP 300 also connects to a power outlet. If the laptop battery is low, or if electric power is available, use the AC Power Adapter with the laptop.



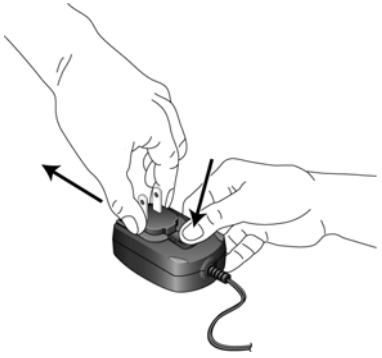
CONFIGURE THE STROBE XP 300 AC POWER ADAPTER

The Strobe XP 300 AC Power Adapter can be configured to operate with a variety of electric outlet plug configurations that are used in various countries.

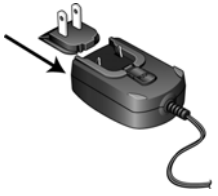
The three plug adapters that you received with your scanner are interchangeable on the AC Power Adapter.

To replace the AC Power Adapter plug:

1. Press down on the latch that holds the plug in place. Then slide the plug forward and out of the Power Adapter.



2. Slide one of the plug adapters into the empty slot on the Power Adapter until it snaps into place.



SCANNING BASICS

Note: Always remove any staples or paper clips from documents before inserting them into the scanner. Staples and paper clips can jam the feed mechanism and scratch the internal components. Do not scan any document with wet correction fluid, labels, stickers or Post-It™ notes on the pages. The correction fluid or glue from the stickers can leave residue on the lens that is difficult to clean. If a label, sticker or Post-It note comes off during the scanning process, the item can get stuck in the scanner. Misuse as described here will void your scanner's warranty.

The Strobe XP 300 scanner is a duplex scanner, this means that it can scan both sides of the page at the same time.

- To scan a single side of the page, insert the page face down.
- To scan both sides of the page, either side can be face down because both sides are scanned.

ADJUST THE PAPER GUIDES

Your scanner has Paper Guides on the Page Feed. Adjust them to the width of the item you are scanning to minimize page skewing as the page is pulled through the scanner.

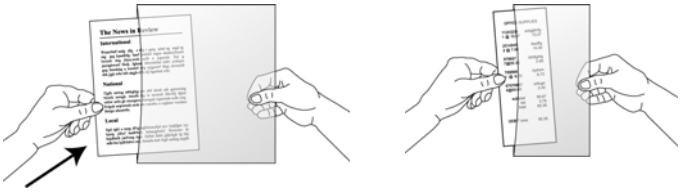
- To adjust the Paper Guides slide them toward each other until they match the width of the item you're scanning.

SCANNING PHOTOS AND THIN PAPER ITEMS

The two transparent sleeves for the Strobe XP 300 scanner are specifically designed for scanning thin paper items, such as credit card receipts, newspaper articles, and retail receipts, especially when using duplex (two-sided) scanning.

Generally you should use the transparent sleeves for paper items on paper stock that is less than 20-lb.

1. Slide the thin paper item into the appropriate sleeve.

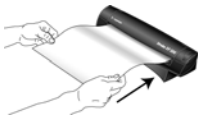


2. Adjust the Paper Guides for the size of the sleeve.

3. Insert the sleeve with the item inside it. Insert face down to scan a single side. To scan both sides, either side can be face up.

Scanning

If you selected the recommended Full Install option for your scanner's driver you have several different options to scan with your Visioneer scanner. Each method scans equally well, so use the one with appropriate options for the item you are scanning.



- **OneTouch AutoLaunch**—To use the scanner's AutoLaunch feature, simply insert a document in the scanner and it is automatically scanned using predefined settings from the OneTouch software. See "Scan Using AutoLaunch" on page 27.

- **OneTouch Button Panel**—Use this scan option when you want to scan from the computer screen. Open the OneTouch scan panel and window, adjust the scan settings if you want, put the document in the scanner, and then click the icon on the OneTouch panel. See "Scan from the OneTouch Panel" on page 31.

- **TWAIN Interface**—This option uses your scanner's TWAIN interface to scan. Select scanning options before scanning, put the document in the scanner, and then click on the Scan button on the TWAIN interface window. See "Scanning from TWAIN Software" on page 95.

- **Windows Image Acquisition (WIA)**—This option uses the Microsoft Windows set of choices for scanning. Select the WIA scan settings, put the document in the scanner, then click on the Scan button in the WIA window. Scanning with WIA is only available if your computer is running Windows XP or Windows Vista. See "Scanning from the WIA Interface" on page 111.

SCAN USING AUTOLAUNCH

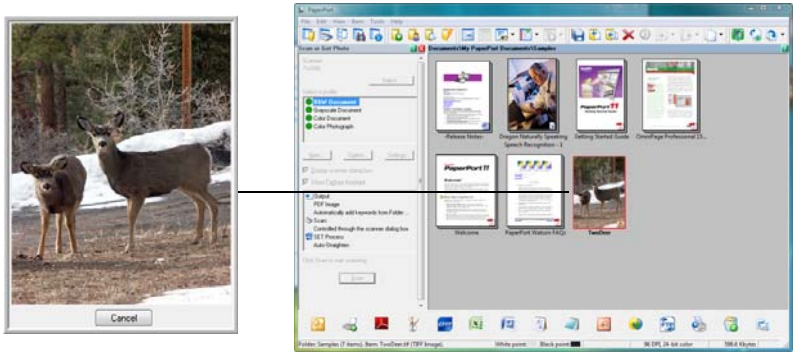
When you insert an item into the scanner, it is automatically scanned and the image is sent to a software application on your computer.

To scan using AutoLaunch:

1. Align a document with the Paper Guides and insert it into the paper feed slot. Insert face down to scan a single side.

The scanner grabs the top edge of the paper and automatically begins to scan and feed the paper through the scanner.

2. A scan progress window will open and the image is sent to the selected application from the OneTouch utility. In the following example, the destination software is the PaperPort desktop.



The item is scanned using predefined settings from the OneTouch software. To change OneTouch settings, see “Selecting New OneTouch Scan Settings” on page 38.

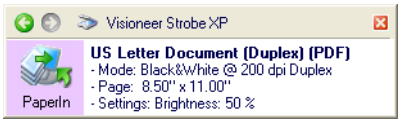
CHECK THE SCAN SETTINGS BEFORE SCANNING WITH AUTOLAUNCH

Press the button on the top of the scanner.

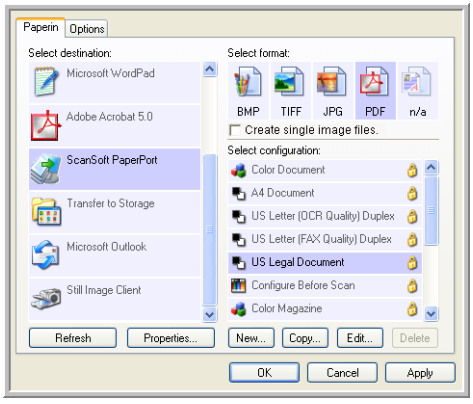
Note: You can also check the scan settings before scanning by clicking the OneTouch icon, and then right-clicking on the PaperIn icon. See "Scan from the OneTouch Panel" on page 31 for an example.

The OneTouch Panel appears with the description of the current settings for the scanner.

The icon indicates the Destination Application, and the current settings for the scanner.



The OneTouch Properties window also appears so you can choose new settings before scanning. Use this window to select a new destination application, file format, and so forth. See "Selecting New OneTouch Scan Settings" on page 38 to modify the settings.



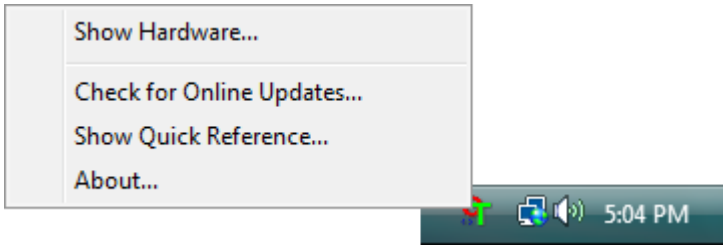
TURN AUTOLAUNCH OFF/ON

In some instances, you may not want to use the scanner's AutoLaunch technology. In that case, you can turn it off so the scanner will not automatically scan when you insert a document. Then, you can use the TWAIN interface, or some other application's interface for scanning.

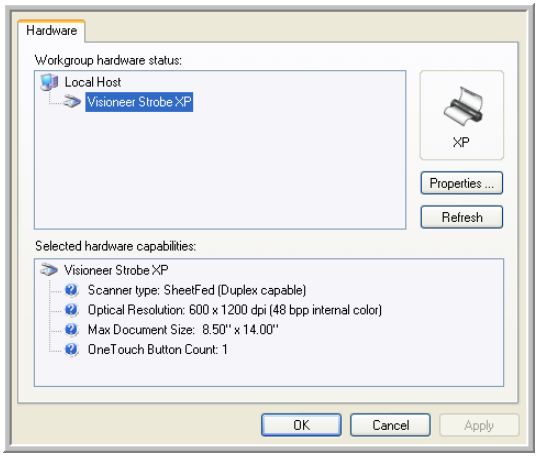
You can turn the AutoLaunch technology off and on from either the OneTouch icon, or from the Windows Control Panel.

To turn the AutoLaunch Off/On from the OneTouch icon:

1. *Right-click* on the OneTouch icon in the Windows Notification Area (at the bottom right corner of the screen).
2. Choose **Show Hardware** from the pop-up menu.

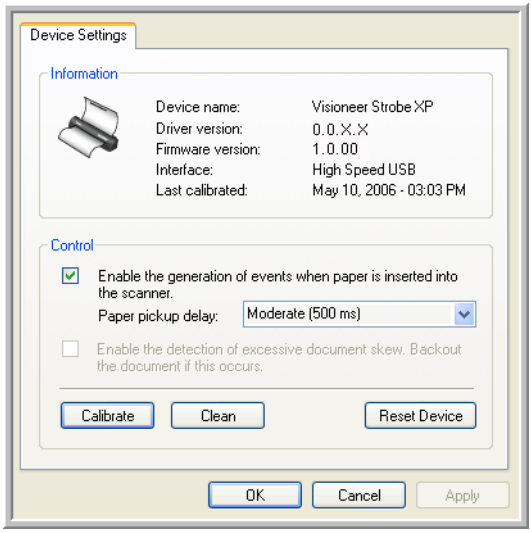


The Hardware Properties window opens.



3. Click the **Properties** button.

   The Device Configuration Properties window for the Visioneer Strobe XP opens.



4. Uncheck the option, **Enable the generation of events when paper is inserted into the scanner**. This turns off the AutoLaunch feature.
5. Click **OK**, then click **OK** on the Hardware Properties window.
6. To turn the AutoLaunch feature back on later, follow the same process, but click **Reset Device** or re-select the AutoLaunch option, and click **OK**.

SCAN FROM THE ONETOUCH PANEL

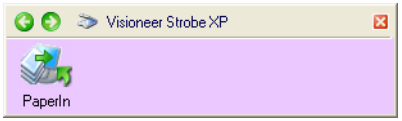
You can also scan from the computer screen using the OneTouch panel.

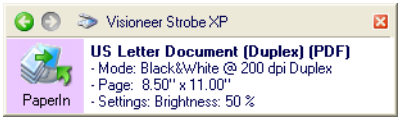
1. Press the button on the top of the scanner, *or* click the OneTouch icon.

The OneTouch Icon

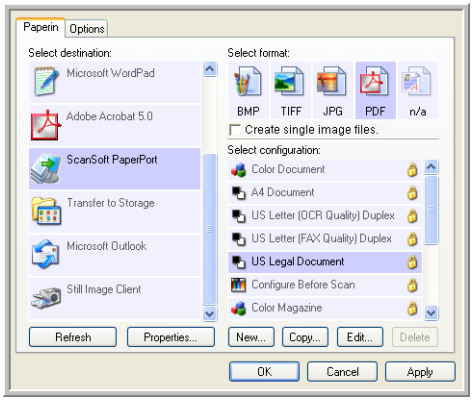
If you click the OneTouch icon, the PaperIn panel appears. Click the arrow, or right-click the PaperIn icon to see the current settings panel.

If you press the scanner button, the current settings and the OneTouch Properties window appears right away.





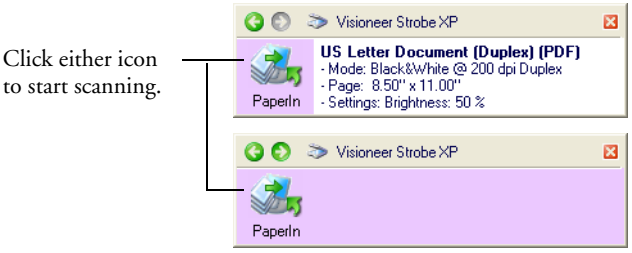
Use this window to select a new destination application, file format, and scan configuration. See “Selecting New OneTouch Scan Settings” on page 38 to modify the settings.



2. When you're ready to scan, align a document between the Paper Guides, and insert the document into the paper feed slot. Insert face down to scan a single side. To scan both sides, either side can be face up.

The scanner grabs the top edge of the paper and automatically begins to scan and feed the paper through the scanner.

3. You can also click the icon on either OneTouch panel to start scanning. For instance, you can click the PaperIn icon to start scanning.



The item is scanned using predefined settings from the OneTouch software, such as color for magazine articles or black and white for faxes. To change OneTouch settings, see "Selecting New OneTouch Scan Settings" on page 38.

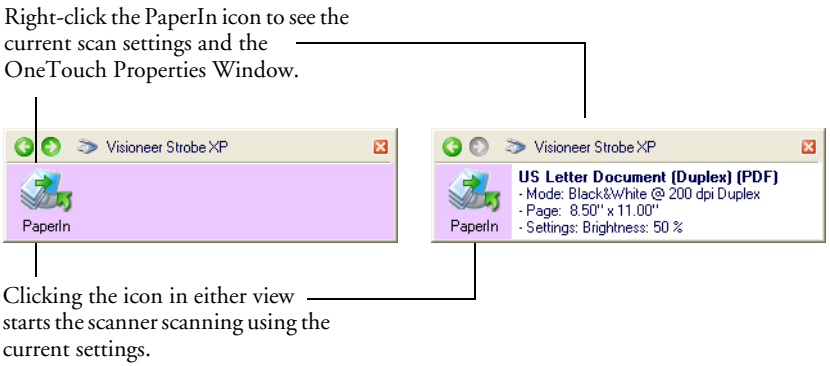
A scan progress window opens and then a thumbnail of the scanned image appears in the destination software.

USING THE ONETOUCH PANEL

The OneTouch panel is also your on-screen set of controls for the scanner. The OneTouch panel shows information about the scanner and its settings.

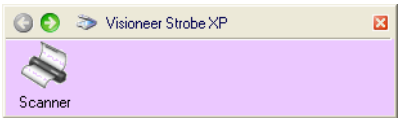
1. To open the OneTouch panel, press the button on the top of the scanner, *or* click the OneTouch icon.

2. To see the details for the current scan settings, right-click on the PaperIn icon. The Properties window also appears.

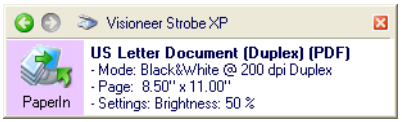


3. To navigate through the panel's three views, click the green arrows at the top of the panel.

The PaperIn View



The Hardware View



The Detail View

- The PaperIn View reminds you to insert paper before scanning from the OneTouch Panel.
- The Detail View shows the current scan settings.
- The Hardware View shows the current scanners connected to your computer.

If the Properties window is not open, right-click the icon on the Detail View or PaperIn View to open it.

From the Hardware View and Detail View, click the green arrow to return to the PaperIn View. You can also click on the hardware icon to return to the PaperIn View.

4. To close the OneTouch panel, click the close button on the panel.

THE ONETOUCH PROPERTIES WINDOW

The OneTouch Properties window lists the scanning settings for your scanner. It also has special scanning features such as scanning and burn to a CD, scanning and converting text directly into an HTML web page, and scanning with Optical Character Recognition (OCR) that turns a scanned image into text that you can edit.

Note: Some of the options on the OneTouch Properties Window (and other OneTouch windows and dialog boxes) may be "greyed out" and are not available. Greyed out options are not appropriate for your Visioneer Strobe XP scanner.

To use the OneTouch Properties window:

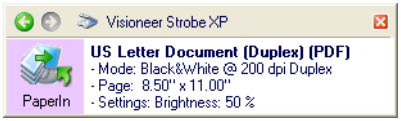
1. Open the OneTouch Properties window by either of the following methods:

   - Press the button on the top of the scanner
   - Click the OneTouch icon at the bottom right of the screen, then right-click the PaperIn icon.

   Remember that left-clicking an icon on the OneTouch panel starts the scanner scanning. *Right-clicking* opens the OneTouch Properties window.

The OneTouch Properties window opens and shows the current options selected for your scanner.

The description on the OneTouch panel shows which options you selected on the window.

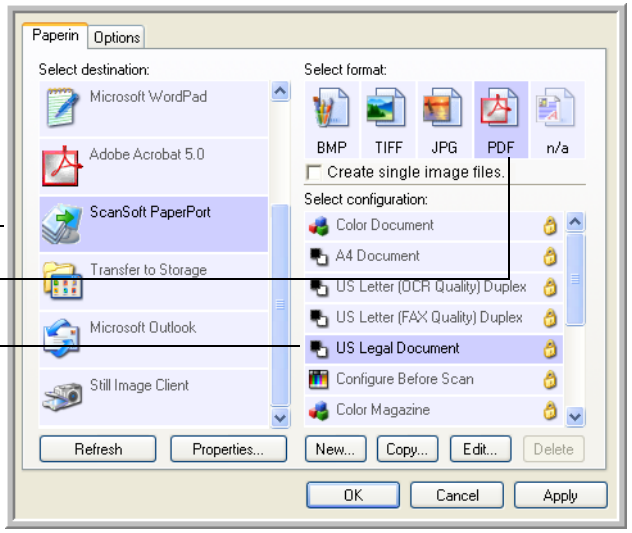


In this example:

The **Destination Application** is PaperPort

The **Format** for the scanned item will be PDF

The **Configuration** being used for scanning is US Legal Document



The settings on the OneTouch Properties window are:

Select Destination—The list of applications that can open to display the scanned image. To configure the list of available applications, click the Options tab at the top of the dialog box and select the desired options. See "Selecting Options for the OneTouch Properties Window" on page 54 for more information.

Select Configuration—The list of available scan configurations. The configuration settings include: scanning mode, resolution (dpi), page size, brightness, color saturation, hue, and gamma. To see a selected scan configuration's settings, click its icon. Click the icon again to close the detailed information.

Click the icon of a selected configuration to view its settings.

The icons next to each scan configuration indicate the scanning mode.

Color

Black and White

GrayScale

Configure Before Scan

Note: Use Configure Before Scan if you want to set the scanning mode manually before scanning. See "Configure Before Scan" on page 70.

You can also click the **Edit** button or double click the configuration to see more detailed information about the selected configuration.

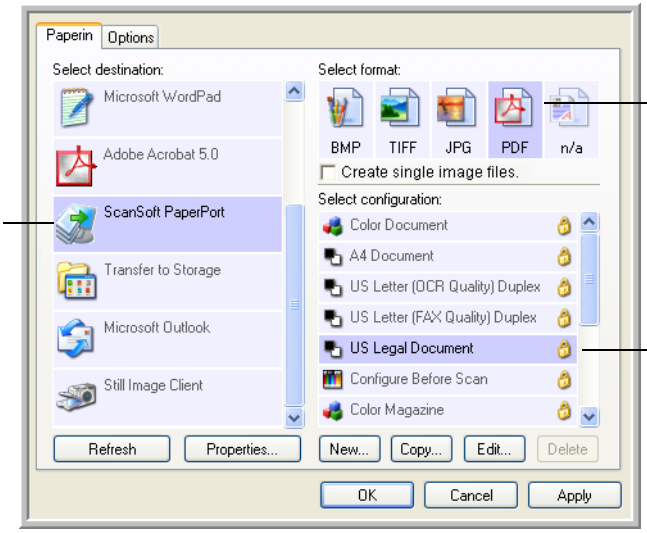
Select Format and Page(s)—A set of file formats for the scanned image. The formats are based on the type of destination application you select. This example shows the formats that apply to Adobe Acrobat. The available formats depend on the scanner you purchased and its installed software.

The icon names indicate their file types. See "Selecting Page Format Options" on page 49 for more about the formats.

Options tab—Displays a window for selecting options related to the selected destination application for the scanned image.

SELECTING NEW ONETOUCH SCAN SETTINGS

The OneTouch settings consist of a **Destination Application**, a **Scan Configuration**, and a **Document Format**. The OneTouch Properties window is where you select these three elements.



Select a software application as the destination to send scanned documents.

Select a format for the scanned image

Select a configuration for scanning the item.

To select new settings for the scanner:

1. From the **Select Destination** list, select the application where you want documents sent when scanning is finished.

   See "Selecting Options for the OneTouch Properties Window" on page 54 to display a full list of the Destination Applications that you can use with the scanner.

Note: If you select a word processing program such as Microsoft WordPad or Microsoft Word and a page format that can be used for OCR (such as TEXT or RTF), the text in scanned images is automatically converted to word processing text.

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2. From the **Select Configuration** list, select a scan configuration.

   The scan configuration list is preset for the application you select in the Select Destination list. If you select a different application, the configurations are for that application. However, you can create your own scan configurations as well.

3. Select a **Format and Page(s)** option.

   The available options apply to the Destination Application you select. For example, if you select Microsoft Word as the Destination Application, the available formats are for text, such as .txt and .rtf. However, if you select Microsoft Paint as the Destination Application, then the available formats are for graphics, such as .bmp, and .jpg.

Note: If a format is listed as n/a, that means the text format is not available for that Destination Application.

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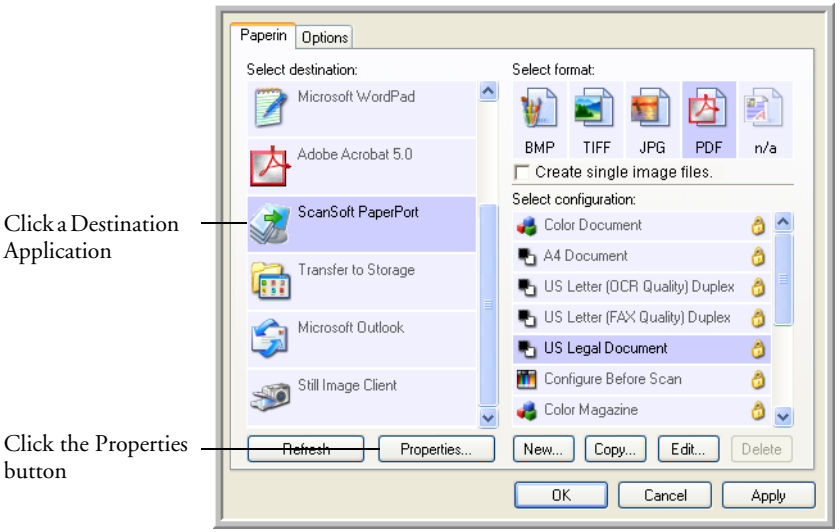
4. Click **OK**, or if you want to keep the window open and work with other features, click **Apply**.

   Note that while the OneTouch Properties window is open, you cannot scan yet by clicking on the OneTouch Panel. You must click **OK** or close the OneTouch Properties window first.

SETTING DESTINATION APPLICATION PROPERTIES

The different types of Destination Applications have various properties that you can select.

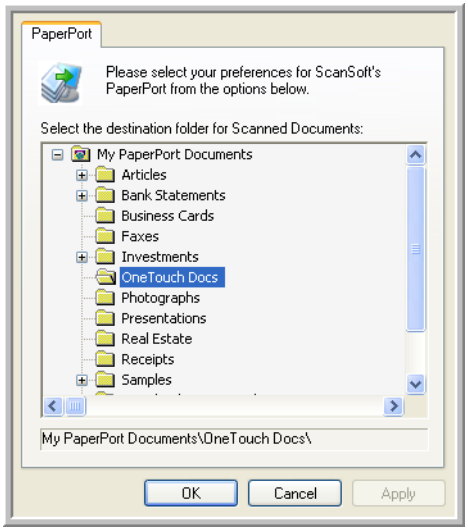
1. On the OneTouch Properties window, click a Destination Application.
2. Click the **Properties** button.



A OneTouch 4.0 Link Properties dialog box appears for the type of Destination Application you selected, and the available options are for that type of application.

PAPERPORT PROPERTIES

These properties apply to PaperPort, and are for designating the folder to receive your scanned items.

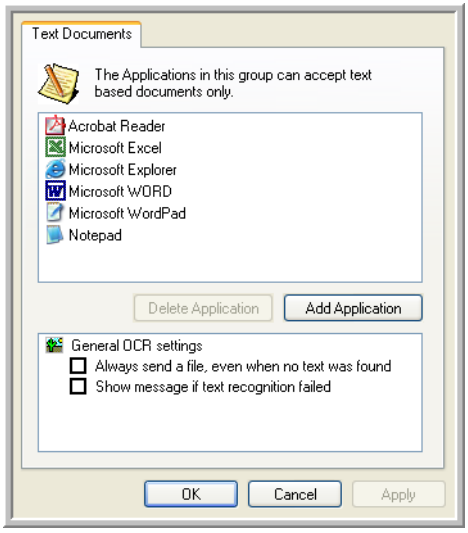


1. Select the PaperPort folder where you want the file of the scanned image to be located.
2. Click **OK**.
3. Click **OK** or **Apply** on the OneTouch Properties window.

   When PaperPort opens after you finish scanning, the thumbnails of your scanned documents are on the Desktop in that folder.

TEXT DOCUMENTS PROPERTIES

These properties apply to Microsoft Word, Microsoft Excel®, Adobe Acrobat Reader, and the other applications indicated by their icons in the list. The properties apply to the OCR settings for the applications.



1. Click in the OCR settings boxes for the options you want.

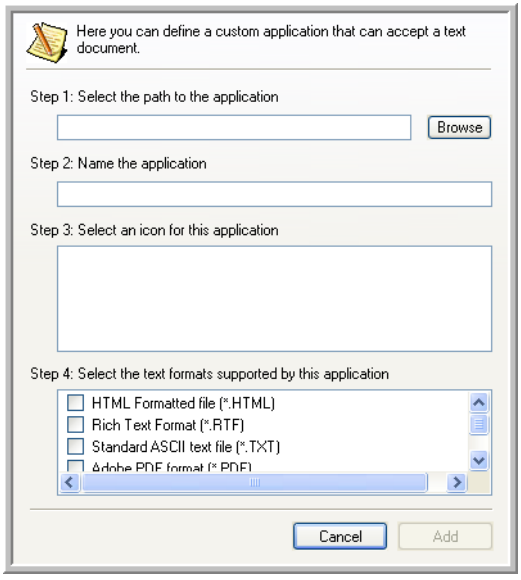
   The options will apply to all the applications in the group.

   Always send a file, even when no text was found—The scanned file is sent to the OCR reader even if the image does not appear to contain text. This could occur if you scanned a photograph with a OneTouch button set for text applications.

   Show message if text recognition failed—A message will appear on the screen if the OCR reader does not detect text in the image.

2. To add another application to the list, click the **Add Application** button.

   The Add Text Based Link dialog box appears.



3. Click **Browse** to find the application you want to add to the list.

   When you select the application using the Browse button, steps 1 and 2 on the dialog box are automatically filled in, and the application icon appears in step 3.

4. Select the icon in step 3 of the dialog box. That is the icon that will appear in the OneTouch Destination List.

5. In step 4 of the dialog box, select the file formats that the application will accept.

   Refer to the documentation that you received with the application to see which text formats the application accepts.

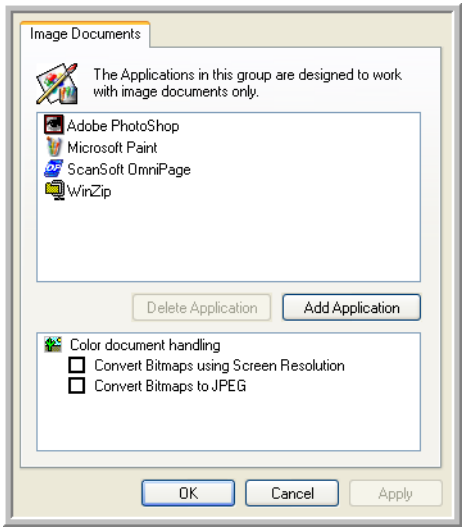
   The options you select under step 4 determine the page format icons that appear in the OneTouch Properties window for that group of applications.

6. Click the **Add** button.

7. Click **OK** or **Apply** on the OneTouch Properties window.
8. Click **Refresh** on the OneTouch Properties window.

IMAGE DOCUMENTS PROPERTIES

These properties apply to Microsoft Paint and other image processing applications, including ScanSoft OmniPage Pro.



1. Click in the Color document handling settings boxes for the options you want.

   The options will apply to all the applications in the group.

   Convert Bitmaps using Screen Resolution—Use this option to ensure that an image will fit on the computer's screen. When a computer screen is set to a lower resolution, bitmap images with a higher resolution may be too big to fit on the screen. Converting the bitmap image to match the screen resolution ensures that the image fits on the screen.

   Convert Bitmaps to JPEG—JPEG files can be compressed to produce smaller file sizes and, therefore, shorter transmission times. Use this option to provide that compression capability to image files.

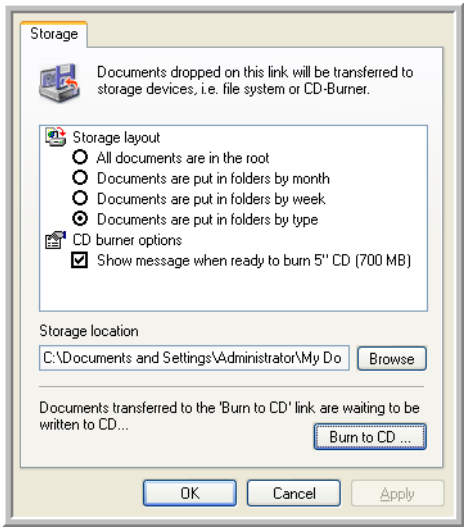
2. To add another application to the list, click the **Add Application** button.

   See the steps on page 43 to add an application to the list.

3. Click **OK**.
4. Click **OK** or **Apply** on the OneTouch Properties window.
5. Click **Refresh** on the OneTouch Properties window.

STORAGE PROPERTIES

These properties apply to the Destination Application named Transfer to Storage. If a CD burner is attached to your computer, you also use this dialog box to start the Burn to CD process.



Note: If you do not have a CD burner attached to your computer, the CD options are not shown on the dialog box. The Burn to CD option is only available for Windows XP and Windows Vista.

1. Click the Storage Layout options you want.

   All documents are in the root—The scanned documents are saved in the root of the folder specified in the Storage Location.

   Documents are put into folders by month, week, or type—Folders are created based on your selection (month, week, or type) and the scanned documents are saved in those folders. New folders are created for each month and week so you can keep track of when you scanned the documents.

2. Click the **Browse** button to specify the location to store the scanned documents, or type a location directly into the box.

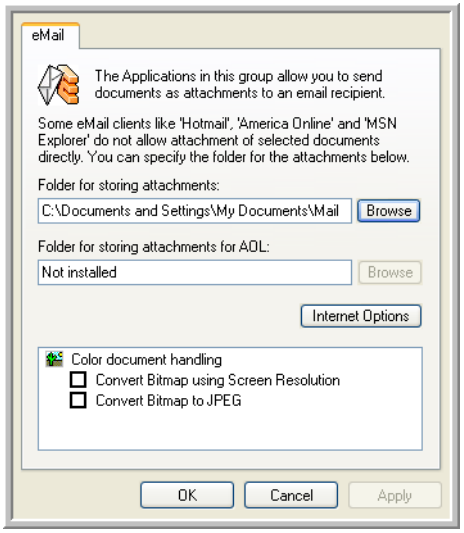
3. If you have a CD burner attached to your computer, the option **Show message when ready to burn 5" CD (700MB)**, should be selected.

   You'll see a message when it's time to click the **Burn to CD** button.

4. Click **OK** on the Link Properties window to accept the changes and close the window.

EMAIL PROPERTIES

These properties apply to email applications so you can specify the folder for documents that you will attach to an email message. Microsoft Outlook® will accept direct attachment of documents to a blank email message as soon as scanning is finished, but other email applications do not. If you're using one of those applications, such as America Online® (AOL), you need to know which folder contains the scanned documents so you can manually attach them to your email messages.



1. Click the **Browse** button for **Folder for storing attachments** and choose a folder for your email attachments.
2. If you are using AOL on your computer, and the folder name for AOL is incorrect, click the **Browse** button and find the correct AOL folder.

   For scanned images to be auto-attached to a blank email message, you must have the specific folder location AOL uses to find the attachments. Please contact AOL for more information about the folder location in which AOL stores attachments.

3. If you need to change your email client, or any other internet options, click the **Internet Options** button.

   The Windows Internet Options Control Panel opens. Click the Programs tab and choose a new email client from the Email list. These are the standard Windows Internet options. Please see your Windows documentation for more information about Internet options. If you are using AOL, please see the AOL user manual for making changes to the Internet options applicable to AOL.

4. Select the options for color document handling.

   - **Convert Bitmaps using Screen resolution**—Use this option to ensure that an image will fit on the computer's screen. When a computer screen is set to a lower resolution, bitmap images with a higher resolution may be too big to fit on the screen. Converting the bitmap image to match the screen resolution ensures that the image fits on the screen.
   - **Convert Bitmaps to JPEG**—JPEG files can be compressed to produce smaller files sizes and, therefore, shorter transmission times when you email the file or upload it to the internet. Use this option to provide that compression capability to image files.

5. Click **OK**.

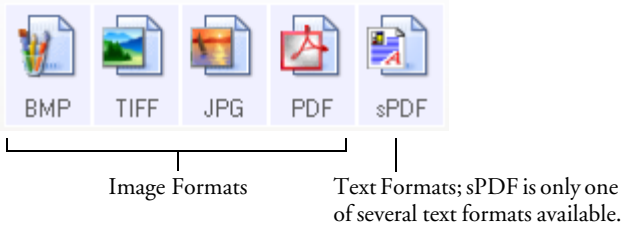
6. Click **OK** or **Apply** on the OneTouch Properties window.

SELECTING PAGE FORMAT OPTIONS

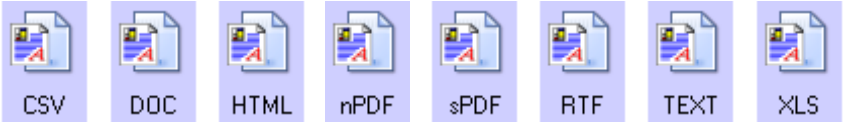
The Page Format options that you select determines the file format of the scanned document. Appropriate page format options and file types are available for the type of Destination Application selected.

The available file types depend on the type of scanner you purchased.

The available options are for images and text.



The Text Formats are for text file types. The names of the formats indicate their file types. See “Text Formats” on page 51 for details.



CREATE SINGLE IMAGE FILES

The TIFF and PDF formats support multiple page documents. If you are scanning as a TIFF or PDF file and want one file created for each image scanned, select **Create single image files**. Note that this option is automatically selected and disabled if you have selected a format that only supports single pages, such as BMP or JPG.

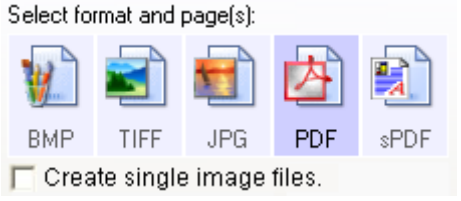


IMAGE FORMATS

Select an image file format for photos, artwork or other documents that you want to save as images. BMP and TIFF are standard image file formats generally used if you want to do additional image processing, such as photo touch-up or color correction. Both of those file formats tend to be larger than the JPEG format.

Because JPEG image files can be reduced in size, the JPEG format is often used for images on web pages, or if file size might be a problem when electronically sending the files. JPEG files are reduced in size by lowering their image quality, and you can select the degree of quality for your scanned images from the JPEG file format icon.

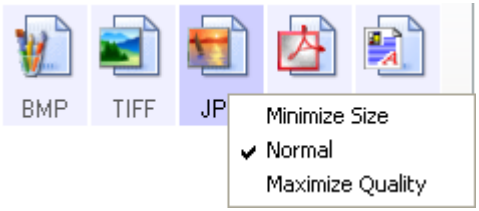
The PDF format is often used to create images of text pages. You may want to select PDF as the page format when scanning text pages that do not require OCR processing or other processing. The PDF format is also used to put multi-page documents on web sites as PDF-readable files. As with the JPEG option, the PDF format can be reduced in size or quality.

Note: The two other PDF formats—nPDF and sPDF—are for scanning with OCR processing and with the ability to search the scanned text. See the next section, "Text Formats," and also "Scanning with sPDF or nPDF and Searching for Text" on page 76 for details.

To select a JPEG or PDF file size:

1. Select **JPG** or **PDF** as the page format.
2. Right-click on the **JPG** or **PDF** icon.

   A menu appears.



3. Choose the file size/image quality option for your scanned images.

   Minimize Size—Smallest file size, lowest image quality.

   Normal—Medium file size, some loss of image quality.

   Maximum Quality—Largest file size, no loss of image quality.

   Your selection pertains only to the Destination Application currently selected on the OneTouch Properties window. Other Destination Applications that have JPG or PDF selected as the Page Format are not affected, so you can set the JPEG or PDF file size/image quality independently of Destination Applications.

4. Click **OK** or **Apply** on the OneTouch Properties window.

TEXT FORMATS

Selecting the text format option also selects OCR processing as an automatic step for scanning. Therefore, when you scan a document with the text format selected, the text portions of the document are automatically converted to editable text. For additional OCR processing features, see "Scanning with Optical Character Recognition (OCR)" on page 74.

Select a text format for documents with text or numbers, such as a business letter, report, or spreadsheet. The text format icon has several file formats available, depending on the Destination Application you select.

The specific file format is the file name extension on the text format icon.

The specific text format; this example is for Microsoft Word format (.txt).

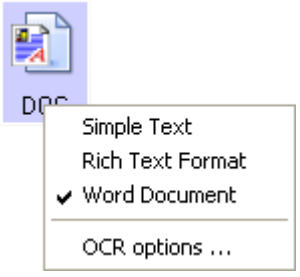
As you select Destination Applications that are text applications, the text format icon changes to match the file type of the application. In some cases, the Destination Application supports several file types, and you can right-click on the icon to choose the particular file type for that application.

To select a file type for the text format:

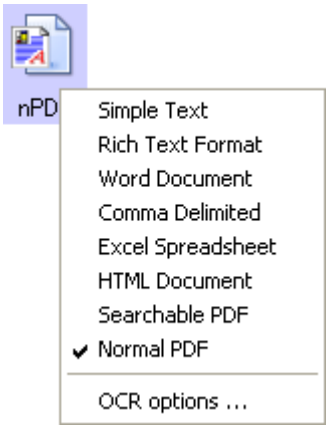
1. Select the Destination Application.
2. Right-click on the text format icon.

Note: The available text format options depend on the software you received with your scanner and installed on your computer.

Example menu for the text format when the destination application is Microsoft Word.



Example menu for the text format when the destination application is Microsoft Outlook.



3. Choose the file type that you want for the text format.

   Your selection of a file type pertains only to the Destination Application currently selected on the OneTouch Properties window. Other Destination Applications that have a text option selected as the Page Format are not affected.

Simple Text—The .txt file format. Text with no formatting; used by the standard Microsoft Notepad application.

Rich Text Format—The .rtf file format. Text that retains formatting when converted. Available with Microsoft Wordpad and Word.

Word Document—The .doc file format used by Microsoft Word.

Comma Delimited—The .csv file format; used for database or spreadsheet data with fields separated by commas. When the document is converted into editable text by the OCR software, the fields are maintained so you can copy and paste them to a database or spreadsheet application.

Excel Spreadsheet—The .xls file format used by Microsoft Excel.

HTML Document—The .htm file format used to create web pages.

Searchable PDF—The .sPDF file format used by Adobe Acrobat and OmniPage Pro. This format converts scanned text into PDF with text search and OCR capabilities. See “Scanning with sPDF or nPDF and Searching for Text” on page 76 for details.

Normal PDF—The .nPDF file format used by Adobe Acrobat and OmniPage Pro. This format also converts scanned text into PDF with text search and OCR capabilities, plus you can edit the text in an nPDF image if you have a PDF editing program. See “Scanning with sPDF or nPDF and Searching for Text” on page 76 for details.

4. To change the OCR settings, choose **OCR Options**.

   The OCR Options provide a series of selections for the OCR feature when you scan text. This menu option is only available if you have the OneTouch OmniPage Module or the OmniPage software installed on your computer. See “Scanning with Optical Character Recognition (OCR)” on page 74 for details.

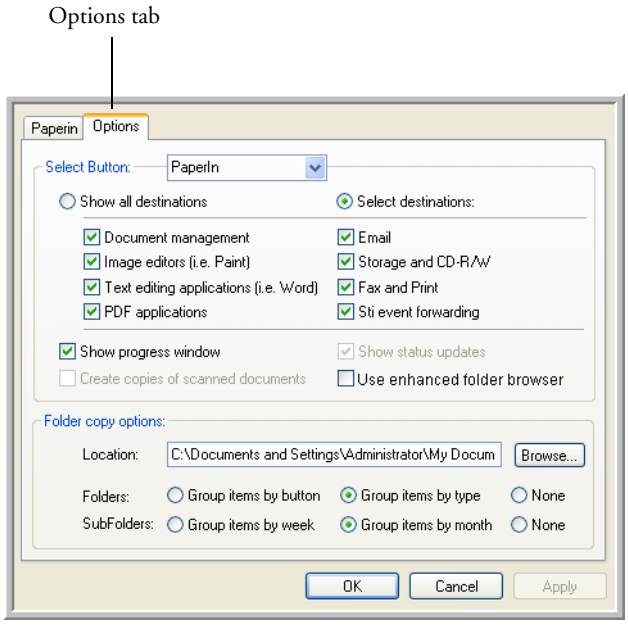
   Note that the OCR Options settings apply to all the Destination Applications for which OCR applies. If you change them for one Destination Application, those changes apply to the others as well.

5. Click **OK** or **Apply** on the OneTouch Properties window.

SELECTING OPTIONS FOR THE ONETOUCH PROPERTIES WINDOW

The OneTouch Options determine the types of Destination Applications available on the window, as well as the location of the files of your scanned items.

1. To select options:
2. Open the OneTouch Properties window and click the **Options** tab.



3. Select options as described below.

   Show All Destinations—This option selects all the Destination Application categories. The list of Destination Applications available will include all the applications on your computer that fall into these categories. The list also includes printers and other devices connected to your computer so, for example, you can scan an item and have it printed immediately.

   Select Destinations—Select this option to individually choose the types of applications to include in the list of Destination Applications. Check the boxes for the type of application to include.

- **Document Management** includes PaperPort and other applications for processing and keeping track of your scanned documents.
- **Image Editors** include Microsoft Paint and other drawing and graphics applications.
- **Text Editors** include Microsoft Word and WordPad, Microsoft Excel, and other word processing and spreadsheet applications. Select this option if you want OCR processing to convert your scanned documents to text that you can edit.
- **PDF applications** are for documents scanned to PDF format.
- **Email** includes Microsoft Outlook and other email applications. See "eMail Properties" on page 47 for details about attaching scanned documents to your email messages.
- **Storage and CD-R/W** is for either storing scanned documents in a folder, or sending them to a CD burner to create a CD containing the scanned documents. See "Transferring Scanned Documents to Storage" on page 84 and "Scan and Burn to a CD" on page 78 for details.
- **Fax and Print** is for sending your scanned documents directly to your printer or fax software for faxing.
- **Sti event forwarding** is for using another application's interface for scanning. The OneTouch Event Forwarding dialog box opens so you can select which application to use to continue scanning. See "Scanning with Event Forwarding" on page 80 for details.

4. After selecting a new category of Destination Applications, click the **Multi Function** tab to see which ones are added to the list.

   Show Progress Window—Select this option to display the progress window of the document(s) during scanning.

   Use enhanced folder browser—Select this option if you want to save your scans to a network location that is not a mapped drive on your computer.

Create copies of scanned documents—Sometimes the image of a scanned document is only saved as a temporary file until its Destination Application is finished using it. In those cases you may want an additional, permanent copy saved on your hard drive.

For example, if you scan a picture to an email application, the scanned image is saved as a temporary file, then attached to the email, and the email is sent. Later, the temporary file of the scanned picture is deleted. The same situation may occur when you scan directly to a printer or scan to a fax application. After a scanned item is printed or faxed, its temporary file is deleted. However, by selecting this **Create copies of scanned documents** option, you can choose to save permanent copies of the scanned items on your hard drive.

The copies will be saved in the folder specified in the Folder Copy Options section (see the figure on page 57 and the description below).

By selecting the **Fax and Print** box and clicking the **Create copies of scanned documents** option, every scanned document you fax or print from the scanner is also saved as a permanent file on your hard drive.

This option is not available if either the **Document Management** or **Storage and CD-R/W** options are selected because, by default, file copies for those types of Destination Applications are already automatically saved in the folder for copies.

For that reason, this option is not available if the PaperPort software is the Destination Application because it is already **Document Management** applications.

Folder Copy Options—This section of the dialog box sets the location for copies of your scanned documents and how you want to group them.

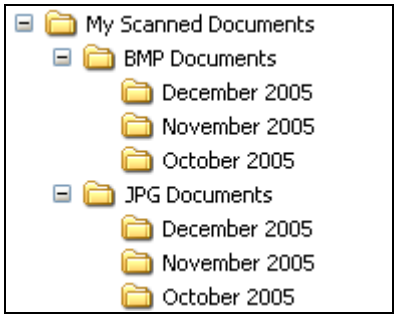
All copies of your scanned documents, regardless of type of Destination Application, are saved in this folder.

Note that if **Transfer to Storage** is the Destination Application, and the type of application is **Storage and CD-R/W**, the location in this section is where your scanned documents are stored. When

you use the OneTouch 4.0 **Burn to CD** feature, the location is where scanned documents are stored before they are burned onto the CD.

Click the **Browse** button and find the folder for the copies. Select the grouping option for the documents. Group by type arranges the scanned documents by the type of file, such as .doc or .jpg. If you also want to group them by date you can choose the week and month options.

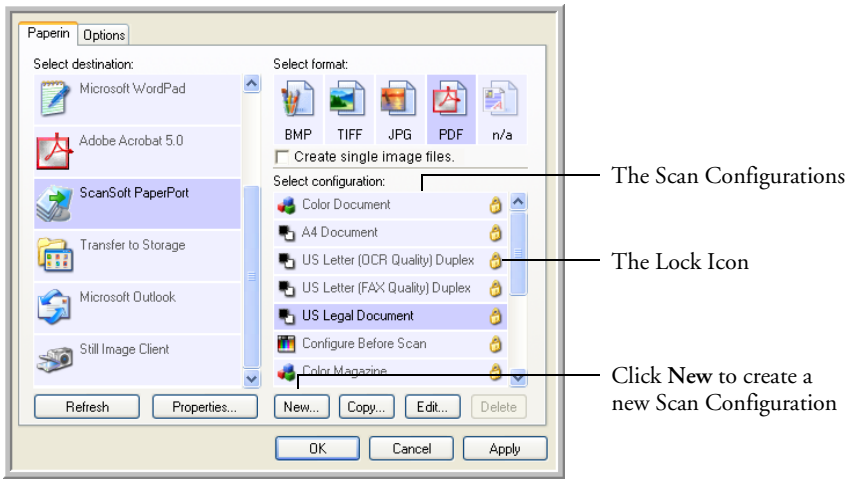
The following example shows the folders when the selections are **Group items by type** and **Group items by month**.



5. Click **OK** to save the options.

CREATING A NEW SCAN CONFIGURATION

The scan configurations are where you select the scanning resolution, brightness, mode (color, black&white, or grayscale), and a number of other settings.



Note the lock icon on the preset configurations. Although you can unlock and edit the preset configurations, we recommend that you leave them locked, and only add new configurations. That way, you will always have the original, factory-set configurations available. New configurations will be unlocked until you manually lock them.

To create a new configuration:

1. Open the OneTouch Properties window and make sure the **PaperIn** tab is selected.
2. Scroll through the applications in the Select Destination list and click the type of application for which you want to create a new scan configuration.

   When you create a new scan configuration, it will appear for the same types of Destination Applications. For example, if you create a new configuration for image editor applications, that new configuration also appears for any other image editors, but not for

text editing applications. Thus, you can create specific sets of scan configurations for specific functions and they appear only when appropriate.

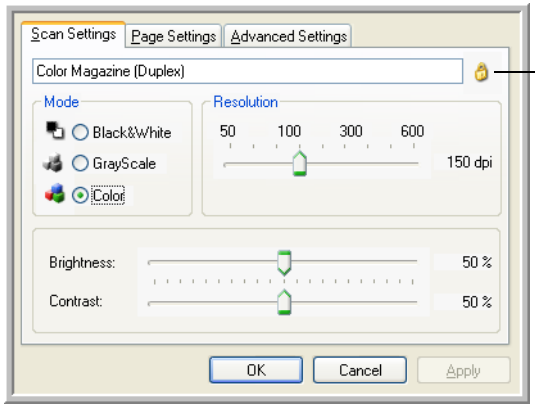
3. Click the **New** button.

   If you want to start from the settings of another configuration, select the configuration, then click the **Copy** button.

   If the **Scan Settings** tab is not selected, click it.

4. On the Scan Configuration Properties dialog box, type a name.

   Tip: If you're going to set up the new configuration to scan duplex (two-sided), include that in the name, such as "Scan for Dark Print (Duplex)," to remind you that it is a duplex scan.



Type a new name for the configuration.

Select the scan mode and drag the slider to set the resolution.

Drag the sliders to set the Brightness and Contrast.

If the configuration is locked, click the lock to unlock it. The icon becomes a key. New configurations are unlocked until you manually lock them.

Note: If you select a printer or other device in the Select Destinations list, the dialog box may have an additional Device Settings tab for setting specific options for the particular device.

5. Select scan settings for the new scan configuration.

   Mode—Select a scanning mode:

   - **Black&White** to scan in black and white. For example, letters and memos are usually scanned in black and white. This scan mode produces the smallest file size.
   - **GrayScale** to scan items such as documents containing drawings or black and white photographs. The scanning produces an image of up to 256 shades of gray.
   - **Color** to scan color photographs and other color items. Color scans have the largest file size.

   Resolution—Drag the slider to the right or left to adjust the dots per inch (dpi) of the resolution. The maximum resolution is 600 dpi; the minimum is 75 dpi. The higher the dpi setting, the sharper and clearer the scanned image. However, higher dpi settings take longer to scan and produce larger files for the scanned images.

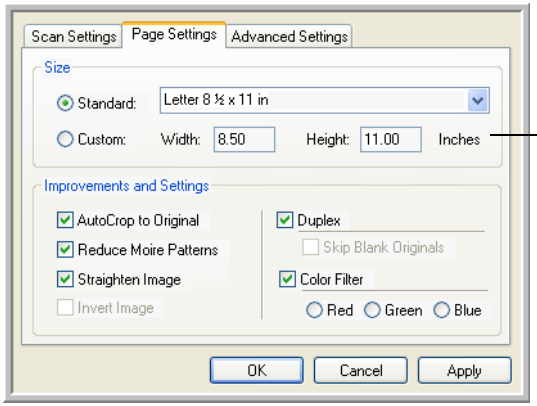
   Brightness and **Contrast**—Sometimes an item is scanned with the brightness and contrast set too light or too dark. For example, a note written with a light pencil may need to be scanned darker to improve legibility.

   Brightness refers to the lightness or darkness of the image. Contrast is the range between the darkest and lightest portions of the image. The greater the contrast, the more difference between the lighter and darker shades in the image.

   Drag the sliders to the right or left to adjust the brightness and contrast of the scanned image. The Contrast setting does not apply to the Black&White mode.

6. If you want to lock the configuration, click the Key icon to change it from a Key to a Lock.

7. Click the **Page Settings** tab to select page settings.



Size—Click **Standard**, click the menu arrow and choose a page size from the list, or click **Custom** and enter the horizontal and vertical page dimensions in the boxes. The maximum size is 8.5" x 14". The units of measurement can be inches or centimeters. Click the name of the units, inches or centimeters, to toggle between them.

Improvements and Settings—Only the options that apply to the selected Destination Application are available.

- **AutoCrop to Original**—Select this option to let the scanner automatically determine the size of the item being scanned. For example, if you scan a 5" x 7" photo, the scanner will determine the size of the photo.

  When using the AutoCrop to Original option, make sure to use the paper guides on the scanner so the page is inserted straight.

  For single-sided scans, the scan area is the size of the image. For double-sided scans, the scan area is the size of the larger of the two areas on the front and back of the page.

Note: Also make sure to set the page size larger than the item that you're scanning so the Autocrop process will have sufficient room on the page to crop the image properly.

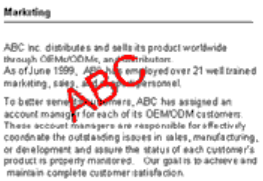
- **Reduce Moire Patterns**—Moire patterns are wavy, rippled lines that sometimes appear on the scanned images of photographs or illustrations, particularly newspaper and magazine illustrations. Selecting **Reduce Moire Patterns** will limit or eliminate moire patterns in the scanned image. This option is only available for the GrayScale or Color Mode at 200dpi or less.
- **Straighten Image**—Select this option to let the scanner automatically determine if a page is skewed, and then straighten its image. The scanner detects page edges and can sense when the page is fed through at an angle. However, if the page is fed through at too great an angle, the image may not scan correctly. In that case, re-scan the page using the paper guides to feed the paper in straight.
- **Invert Image**—Only available for Black&White Mode, this option reverses the black and whites of an image.

Original Image

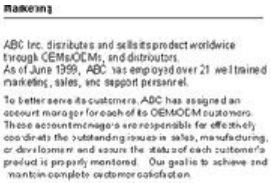
Inverted Image

- **Duplex**—Scan both sides of the page if your scanner has this capability. If this option is not selected, the scanner will only scan the side of the page facing down when you insert it into the scanner.
- **Skip Blank Originals**—Skips pages that are completely blank. Typically you use this option when you will scan a stack of two-sided pages which have a number of blank sides. This option is only available for Duplex scanning.
- **Color Filter**—Color filter is the ability of your scanner to automatically remove a color from a scanned item. For example, if you are scanning a letter with a red watermark, you can choose to filter out the red so the scanned letter just shows the text and not the red watermark. Color filter applies to Black&White or GrayScale Mode.

The original with a red watermark over black text.



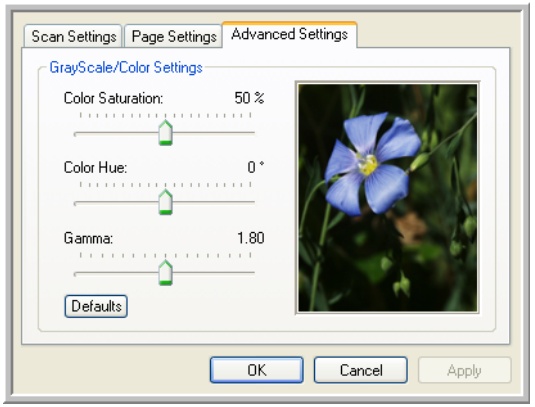
The scanned item with the red filtered out.



8. Click the **Advanced Settings** tab.

   The options of the Advanced Settings tab are for the Color or GrayScale scanning mode.

   Saturation is the strength or purity of a color, hue is the color your eyes see as reflected from the image, and gamma controls the brightness of the midtones of the color.



9. Drag the sliders to the left and right to change the color settings. As you do, the image changes to show the effects of the new settings.
10. Click **OK** to save the new configuration.

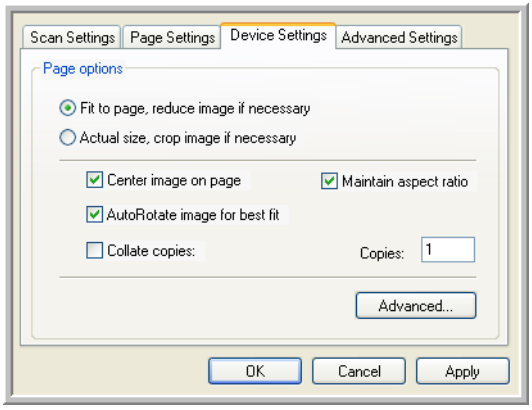
    It will now appear in the list of Scan Configurations on the OneTouch Properties window for the appropriate Destination applications.

THE DEVICE SETTINGS TAB

A Device Settings tab appears on the Scan Configurations dialog box when your selected Destination Application sends the scanned image to a printer, fax application, or other device. You use the options on the Device Settings tab to select settings for the device.

To select Device Settings:

1. Click on the **Device Settings** tab.



Fit to page, reduce image if necessary—If the scanned image is too big to be printed or faxed on a single page, the image will automatically be reduced to fit the page.

Actual size, crop image if necessary—If the scanned image is too big to be printed or faxed on a single page, the image will automatically be cropped around its edges to fit on the page.

Center image on page—The image will be printed in the center of the page instead of at the top right corner.

Maintain aspect ratio—The aspect ratio is the length-to-width relationship of the image's dimensions. Select this option so the image's relative proportions remain constant.

AutoRotate image for best fit—If the image is a Landscape format and the device is printing in the Portrait mode, or vice versa, rotate the image to fit on the page.

Collate copies—If you're printing more than one page, collate the copies. Enter the number of copies in the **Copies** box.

Advanced—Click to see additional settings for the device. The dialog that appears is specific to the device. For example, if the device is your printer, the dialog box is your printer's setup settings.

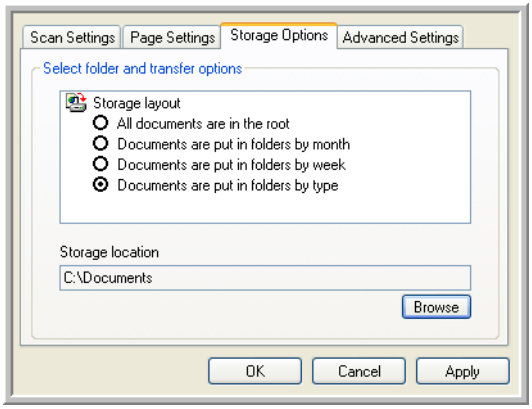
2. Click **OK** or **Apply**.

THE STORAGE OPTIONS TAB (ARCHIVE)

A Storage Options tab appears on the Scan Configurations dialog box when the selected Destination Application is set as Transfer to Storage. You use the options on this tab to select where you want to save your scanned items for storage when scanning with that particular Scan Configuration.

To select Storage Options:

1. Click on the **Storage Options** tab.



2. Click the Storage Layout options you want.

   All documents are in the root—The scanned documents are saved in the root of the folder specified in the Storage Location.

   Documents are put into folders by month, week, or type—Folders are created based on your selection (month, week, or type) and the scanned documents are saved in those folders. New folders are created for each month and week so you can keep track of when you scanned the documents.

3. Click the **Browse** button to specify the location to store the scanned documents, or type a location directly into the box.

4. Click **OK** or **Apply**.

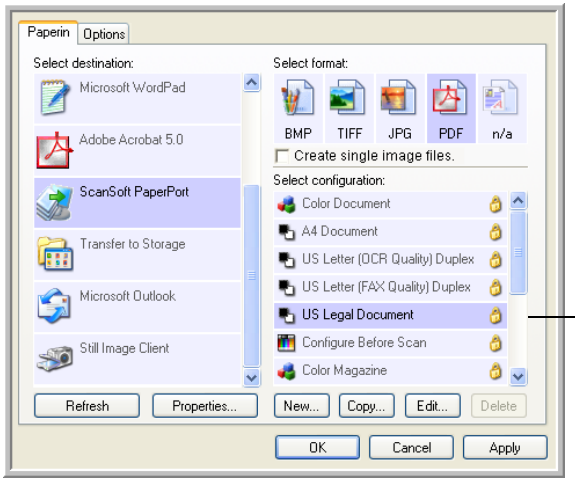
Note: The selections you make using the Storage Options tab override the storage options that apply to the Storage Properties. This means that you can create separate Scan Configurations to store scanned items at various locations in addition to the main location set by the Storage Properties. See "Storage Properties" on page 45, "Transferring Scanned Documents to Storage" on page 84 and "Scanning to Multiple Folders" on page 86 for details.

EDITING OR DELETING SCAN CONFIGURATIONS

Note: The original scan configurations listed on the OneTouch Properties window should not be edited or deleted in case you need to return the scanner and OneTouch software to their factory settings. Editing or deleting should only be for those scan configurations that you created yourself.

To edit or delete a scan configuration:

1. Open the OneTouch Properties window.
2. Select the scan configuration you want to edit or delete.

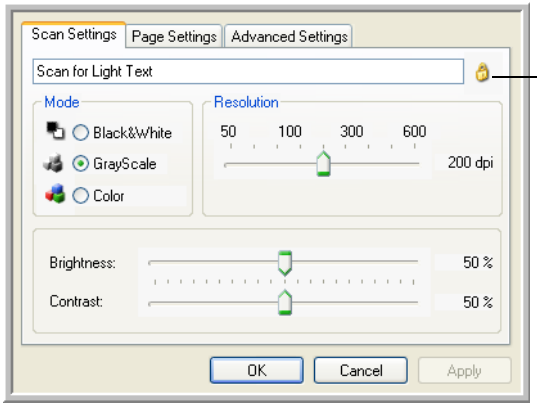


Select the configuration to edit or delete. It must be unlocked, as indicated by not having a lock displayed here.

3. To delete the configuration, click the **Delete** button.
4. To edit the configuration, click the **Edit** button.

   The Scan Configuration Properties dialog box opens for that configuration.

If you manually locked a scan configuration, it must first be unlocked before you can edit or delete it. Click the Lock icon to unlock the configuration. Clicking it toggles between locking and unlocking the configuration.



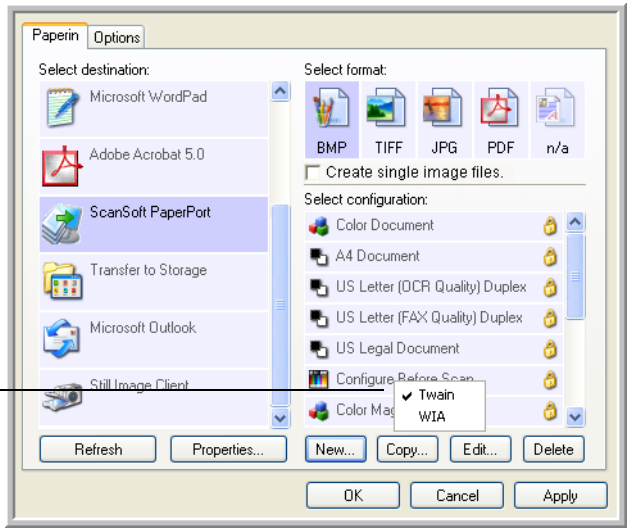
5. Edit the settings and click **OK**.
6. Click **OK** to close the dialog box.

CONFIGURE BEFORE SCAN

Choosing Configure Before Scan simply opens a scanning interface when you insert a piece of paper or click a scan button. You can then use that interface to change the Resolution, Scan Mode, and other settings. When you scan, the scanned image will still be sent as the file type and to the same Destination Application already selected in the OneTouch Properties window for that button.

TO SET CONFIGURE BEFORE SCAN:

1. Open the OneTouch Properties window.



Right-click on Configure Before Scan to get the menu, and choose the interface to use for configuring.

2. Right-click on **Configure Before Scan** and choose an interface to use for configuring before scanning.

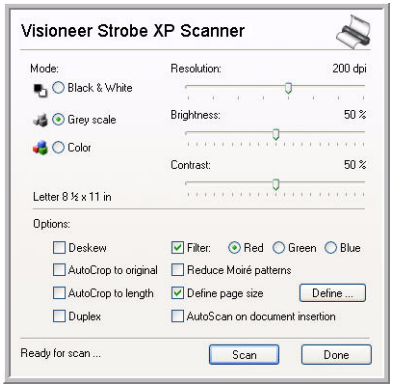
   TWAIN—The TWAIN Interface appears for you to configure the scanning. See "Scanning from TWAIN Software" on page 95.

   WIA—The Windows Image Acquisition Interface (WIA) appears for you to configure the scanning. See "Scanning from the WIA Interface" on page 111.

3. Click **OK** or **Apply** on the OneTouch Properties window.

TO SCAN USING CONFIGURE BEFORE SCAN

1. Insert the document into the scanner's paper feed slot.
2. The TWAIN interface will open.



3. Choose the scan settings applicable to your document.
4. Click on the **Scan** button in the TWAIN interface.
5. When scanning is finished, click on the **Done** button in the TWAIN interface.
6. Your documents will be scanned and sent to the Destination Application specified in the OneTouch 4.0 Properties.

   In the example shown on the previous page, the Destination Application is PaperPort.

TO SCAN MULTIPLE PAGES

You can use Configure Before Scan to create multi-page documents when scanning. First, make sure your OneTouch Properties are set to scan as a TIFF, PDF or a text file type. The image file types BMP and JPG do not support multi-page documents.

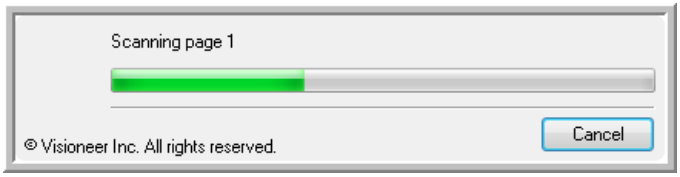
1. Insert the first page of your document into the scanner's paper feed slot.
2. The TWAIN interface will open.
3. Choose the scan settings applicable to your document.

4. Click on the **Scan** button in the TWAIN interface.
5. When scanning is finished. Insert the next page in your document.
6. Click on the **Scan** button in the TWAIN interface.
7. Continue inserting pages into the scanner until all pages in your document have been scanned.
8. Click on the **Done** button in the TWAIN interface to close the interface and send the file to the Destination Application.

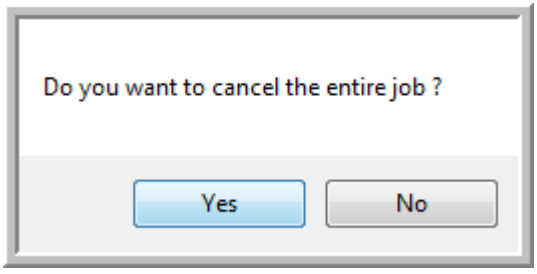
CANCELING A CONFIGURE BEFORE SCAN

To cancel a scan after scanning has begun:

1. Click on the Cancel button in the scanning progress window.



2. The following window will open asking you if you want to cancel the entire job.



- **Yes**—scanning stops and all the pages scanned in this batch, up to this point, will be deleted. The TWAIN interface will close and you can restart your scan from the beginning.

  Choose **Yes** if the TWAIN scan settings are incorrect for your current scanning batch.

For instance, if the Scanning Mode is Black & White but your documents are in color, choose **Yes** to delete any scanned pages, then select the correct Scanning Mode and restart the scanning.

- **No**—scanning stops, but all pages scanned in this batch up to this point, are not deleted. You can place a new page in the scanner, adjust the TWAIN settings for the new page, then click on the Scan button in the TWAIN interface to continue scanning. At the end of the scanning batch, all pages from the first portion of the scan and second will be sent to the Destination Application.

  Choose this option if, for instance, you have been scanning a black & white document but you want to insert a color page into the document and did not change the Scanning Mode prior to clicking on the Scan button. Instead of having to re-scan the entire stack, you can stop the current scan, change the Scanning Mode from Black & White to Color, then restart the scanning without losing the pages already scanned.

SCANNING WITH OPTICAL CHARACTER RECOGNITION (OCR)

Optical Character Recognition (OCR) is like a printer in reverse. Instead of printing what's on the screen onto paper, OCR converts text and numbers on a scanned page into editable text and numbers. You can then work with the text and numbers to edit, spell check, change font or type size, sort, calculate, and so forth.

Note: For all OCR processing, use the original factory settings for OCR scanning that came with your scanner. When scanning with other settings, use at least 300 dpi for the resolution. If the original documents are of poor quality and have a small type font, 400 dpi can be used as the maximum resolution.

The OneTouch OmniPage Module **or** the OmniPage Pro software must be installed on your computer in order to use the OCR options with the OneTouch 4.0 software and your Strobe XP 300 scanner. OneTouch 4.0 and OmniPage work together to combine scanning with OCR processing into one integrated step. The OneTouch OmniPage Module was automatically installed when you installed your driver, the OmniPage Pro software is on the Disc 2 CD that you received with your scanner. The OneTouch OmniPage Module and the OmniPage Software can both be installed on your computer at the same time, however, the features in the OneTouch OmniPage Module will take precedence over the OmniPage software features when using OneTouch 4.0. The "OneTouch OmniPage Mini-Guide" is available on the Disc 1 installation CD. Please refer to this Mini-Guide for instructions on setting the advanced OCR options.

With the OneTouch OmniPage Module or OmniPage Pro software installed, the OCR process is automatic when the page format on the OneTouch Properties window is a text format, such as DOC, TEXT, XLS, RTF, and so forth.

Note: If you have uninstalled the OneTouch OmniPage Module or the OmniPage Pro software from your computer, items scanned as a text format are still converted with the OCR process, however, the options available with the process are then limited.

To scan with OCR:

1. Select a Destination Application that has one of the Text formats (TEXT, RTF, XLS, HTML, CSV, DOC, sPDF, nPDF).
2. Scan the document.

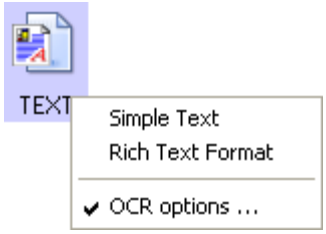
   Your scanned pages appear in the Destination Application with their text ready for editing and other text processing.

Note: OCR scanning is also for spreadsheets so you can work in Microsoft Excel (or other spreadsheet applications) with the figures and text from the original spreadsheets.

To select OCR settings:

1. Select the Destination Application.
2. Right-click on a text format icon.

   A menu appears. The following figure shows a sample of the Text menu when the Destination Application is Microsoft WordPad.



3. Choose **OCR options**.
4. Select the option you want for the OCR conversion of your documents.
5. Click **OK**.

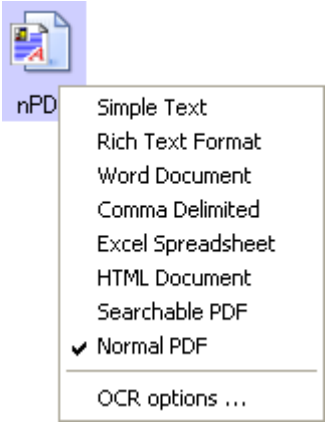
SCANNING WITH SPDF OR NPDF AND SEARCHING FOR TEXT

The searchable PDF (sPDF) and Normal PDF (nPDF) are special forms of an Adobe PDF file. sPDF and nPDF are only available as page format options if you have the OneTouch OmniPage Module or the OmniPage Pro Software installed on your computer.

sPDF converts scanned text into the PDF format with text search and OCR capabilities. nPDF has those same features, plus you can edit the text in an nPDF image if you have a PDF editing program. These two PDF formats can also produce images with different image quality, so you may want to experiment with them to determine which is better for your scanned documents.

To scan with sPDF or nPDF:

1. Open the OneTouch Properties window.
2. Select a Destination Application that uses a text format as the page format. For example, select **Transfer to Storage** as the Destination Application.
3. Right-click on the text format icon.



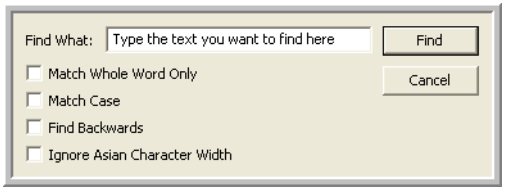
4. Choose the **Searchable PDF** or **Normal PDF** option for the page format.
5. The settings now show your page format selection.

6. Choose a Scan Configuration.
7. Click **Apply** or **OK**.

   Now when you scan with that Destination Application selected, the scanned document will be in the sPDF or nPDF format that was selected for it.

8. To search for the text, open Adobe Acrobat Reader or Adobe Acrobat.
9. From the Adobe Acrobat **File** menu choose **Open**, and open the file you just scanned.
10. From the Adobe Acrobat **Edit** menu choose **Find**.

    The Find dialog box appears.



11. Enter the text you want to find, and click the **Find** button.

    See the Adobe Acrobat user manual for more about finding text in a PDF file, or about editing PDF text.

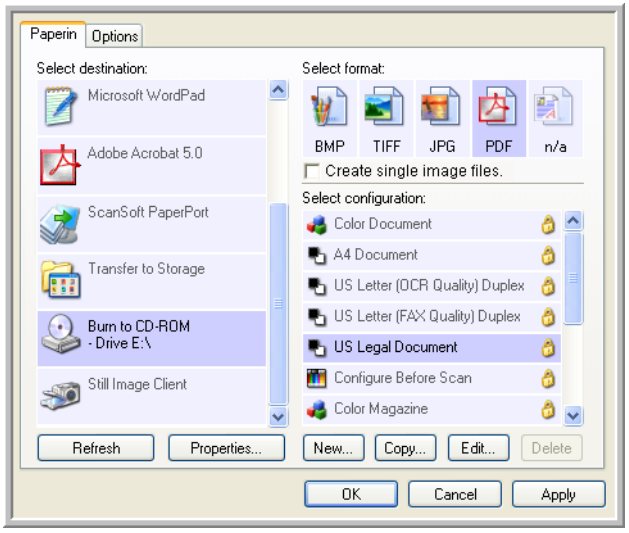
SCAN AND BURN TO A CD

If you have a CD burner attached to your computer, you can scan directly from your Visioneer scanner onto a CD. This feature is available only on computers running Windows XP or Windows Vista.

To scan and burn to a CD:

1. Put a blank CD into your computer's CD Drive.
2. Open the OneTouch Properties window.
3. Select **Burn to CD** as the Destination Application.

   The Burn to CD Destination Application is only available if you have a CD burner attached to your computer, but you do not need to have a CD in the burner to select the destination. If a CD burner is not attached, scanned items will be sent to the Transfer to Storage destination by default.



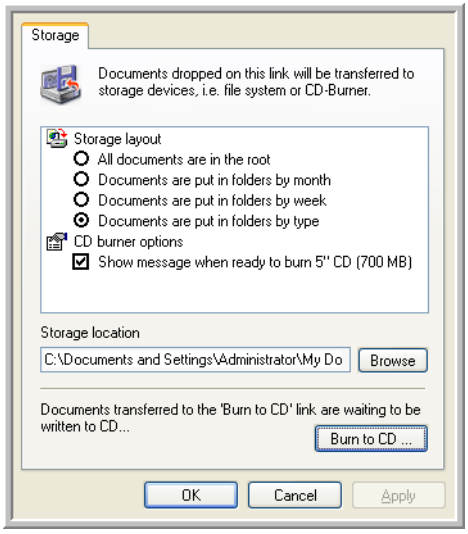
4. Choose a Page Format and a Scan Configuration.
5. Click **Apply** or **OK**.

6. Start scanning a page.

   When scanning is finished, a bubble message on the screen tells you that files are waiting to be burned to the CD.

7. On the OneTouch window, make sure that the **Burn to CD** Destination Application is still selected and click the **Properties** button.

8. The OneTouch 4.0 Link Properties window appears,



9. Make sure a CD is in the CD burner.

10. Click the **Burn to CD** button.

    The CD burner begins and your scanned documents are written to the CD.

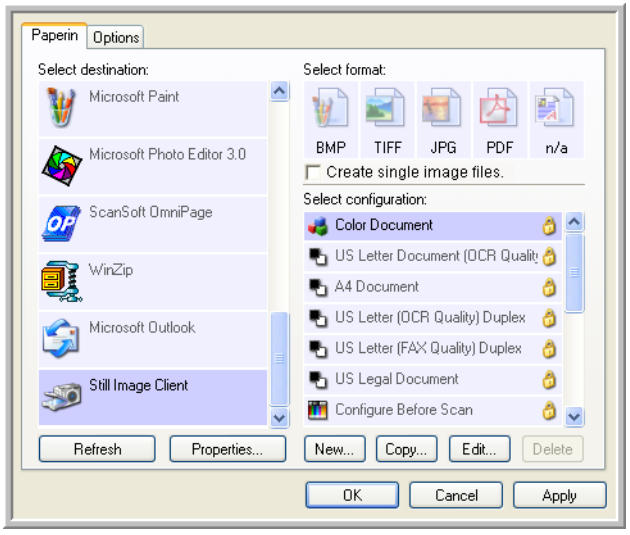
SCANNING WITH EVENT FORWARDING

If you want to specify an application to use for scanning at the start of the process, you can use event forwarding. The scanner will feed in the first page, but will then stop until you select the application to use. After you select the application, its interface will open and you can use it to continue with the scanning.

To scan with event forwarding:

1. Open the OneTouch Properties window.
2. Select **Still Image Client** as the Destination Application.

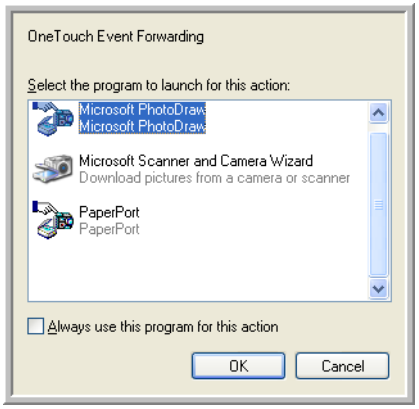
   Note that you cannot choose a page format for this option because the actual destination application is not selected until after the scanner feeds in the first page of your document.



3. Choose a Scan Configuration.
4. Click **Apply** or **OK**.

5. Start scanning a page.

   A dialog box appears for you to select the application to use for scanning.



6. Select the application in the box and click **OK**.

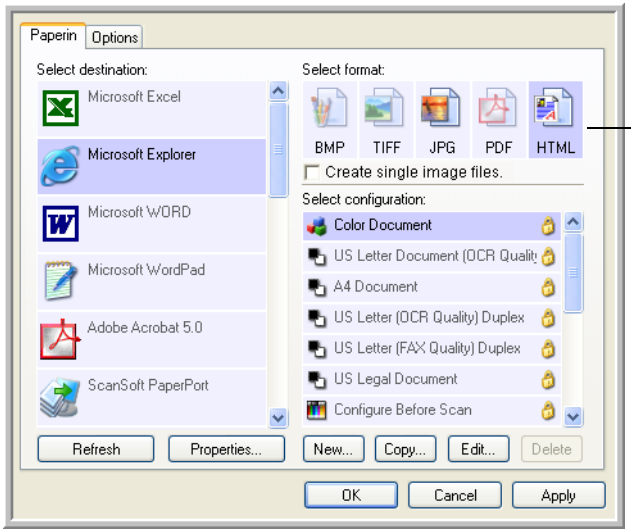
   Now the application you selected opens and you can continue the scanning from that application's TWAIN interface.

CREATING AN HTML WEB PAGE FROM YOUR SCANNED DOCUMENTS

If you scan a document, whether a single page or multiple pages, you can have the pages converted directly to HTML formatted pages for posting directly to your web site. Those pages are then viewable by visitors to your web site without the need for any internet plug-ins or other special processing. This is, essentially, from your scanner to a web-ready format in one automatic step.

To scan and create an HTML web page:

1. Open the OneTouch Properties window.
2. Select **Microsoft Explorer** as the Destination Application.
3. Choose **HTML** as the Page Format.



4. Choose a Scan Configuration that has the settings for the image on the HTML page.

   For example, if you want the image to be in color on the HTML page, choose a color configuration.

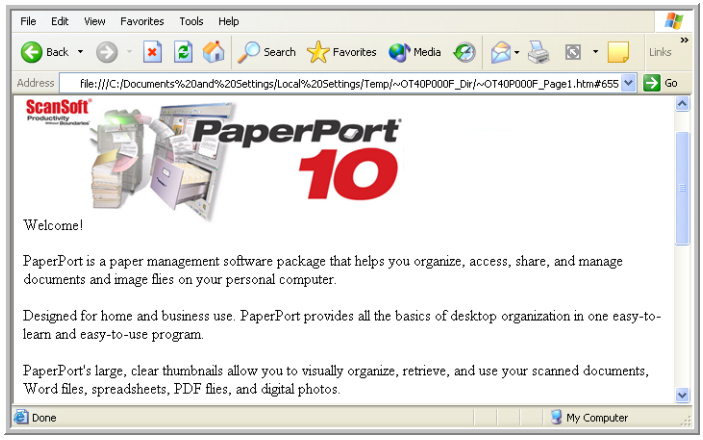
5. Click **OK**.

   The OneTouch Properties window closes.

6. Now scan the image from the OneTouch Button Panel.

   When scanning is finished, the document is first converted to editable text using the OCR process, then is converted into an HTML format. Microsoft Internet Explorer then opens showing your converted page.

Note: Depending on the complexity of the document, its conversion to the HTML format may take a few moments.



7. Choose **Save As** from the Internet Explorer **File** menu, give the page a name, and save it in the location you use for your web page files.

   You may also want to write down the address shown in the Address bar to make sure you'll know where to find your new HTML page later on.

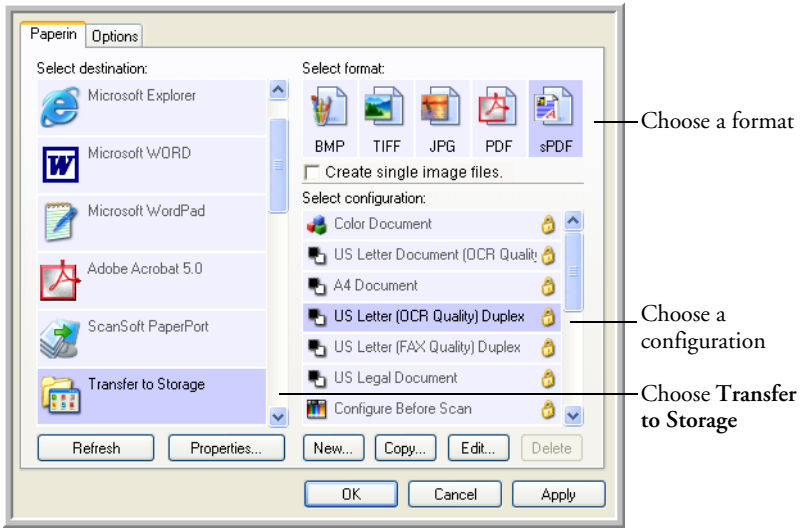
8. You can now use Microsoft Internet Explorer or other application to post the document to your web page as you would any other HTML page.

TRANSFERRING SCANNED DOCUMENTS TO STORAGE

With the Transfer to Storage scanning process, you can scan documents and save them in a folder in one step. The process is ideal for archiving documents without having to manually save or process them in any other way. If you choose a text format for the file format, the documents are also automatically converted by the OCR process into editable text and numbers before being stored.

To scan and transfer to storage:

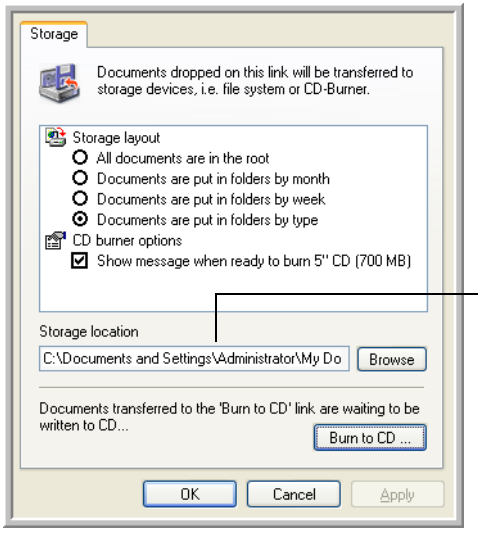
1. Open the OneTouch Properties window.
2. Select **Transfer to Storage** as the Destination Application.
3. Choose a Page Format. For example, choose sPDF if you want to save your documents in the special sPDF format that provides searchable text in the file.



4. Choose a Scan Configuration.

5. Click **Apply** or **OK**.

   Your scanned pages are stored in the location that you specified on the OneTouch 4.0 Link Properties window.



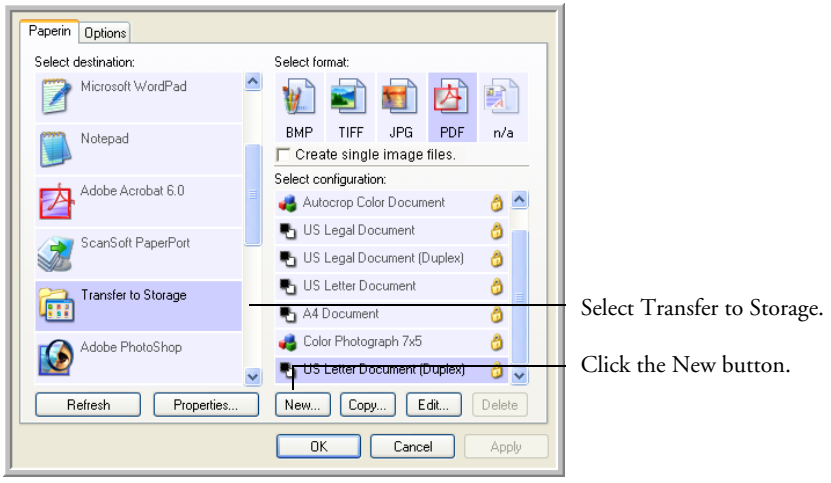
SCANNING TO MULTIPLE FOLDERS

When archiving documents with the Transfer to Storage option, you can scan them to multiple folders. For example, one folder might be for "Business Receipts," a second folder might be for "Personal Receipts," and a third folder might be for "Annual Receipts."

To scan to multiple folders, you create multiple scan configurations with Transfer to Storage as the Destination Application.

Setting up multiple folders for transfer to storage:

1. Using Microsoft Windows, create the folders that you want to use for storing scanned items. Note that you can also create the folders later while creating the new scan configurations.
2. Open the OneTouch Properties window.
3. Select **Transfer to Storage** as the Destination Application.
4. Click the **New** button.

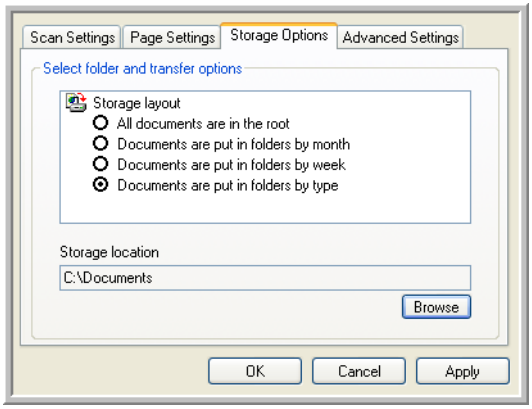


The Scan Configuration Properties dialog box opens.

5. Click the **Scan Settings**, **Page Settings**, and **Advanced Settings** tabs, and select the settings you want.

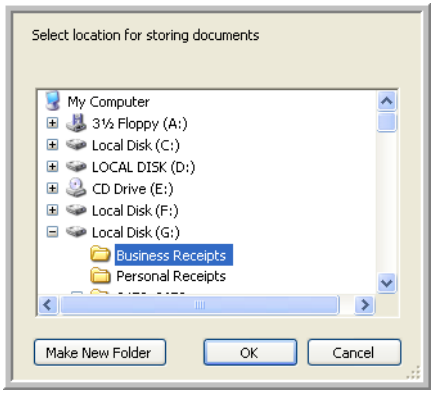
   To help you remember which folder it is, give the new configuration a name that indicates the folder name, such as "Storage for Business Receipts."

6. Click the **Storage Options** tab.



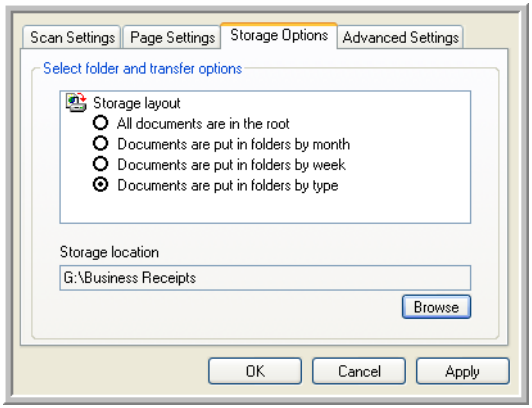
7. Click the **Browse** button.

8. Select the folder you created for storing the scanned documents.



If you haven't created the folder yet, you can click the **Make New Folder** button and type the name for the new folder.

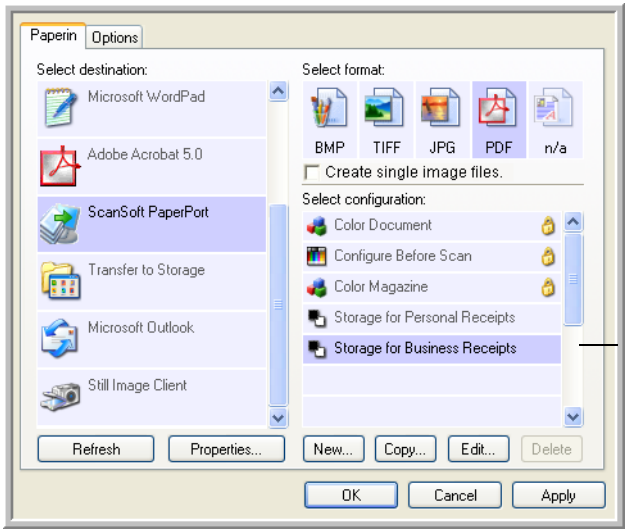
9. Click **OK**. The selected folder will now be set as the Storage Location, such as "Business Receipts."



10. Click **Apply**. The new configuration is now listed as a Transfer to Storage configuration.
11. Repeat the process to create additional new configurations, such as one named "Storage for Personal Receipts."

12. Make sure to designate separate folders as the Storage Locations for the new configurations.

    You will now have multiple configurations set up for the Transfer to Storage destination, and each configuration scans documents to separate folders.

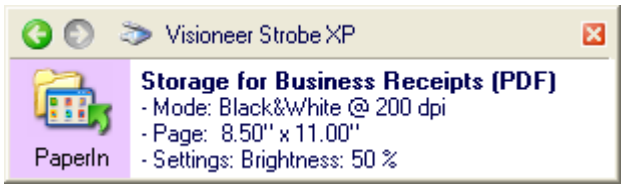


The new configurations apply to the Transfer to Storage Destination Application.

Scan to multiple storage folders:

1. Click the OneTouch icon.
2. If the Transfer to Storage option is not selected, right-click the PaperIn icon to see the OneTouch Properties window.
3. Select **Transfer to Storage** as the Destination Application.
4. Select one of the configurations you created for storage.

   The OneTouch panel will show the name of the configuration.



5. Scan the documents you want to store in multiple storage folders.

   The documents are scanned to the folder specified for the configuration.

6. When scanning is finished, select the other configuration you created for storage.

7. Now, scan the next set of documents.

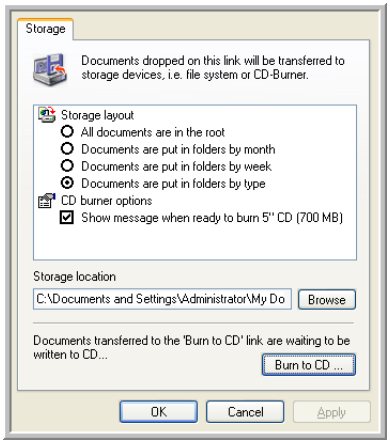
When scanning is finished, the documents are stored in the two separate folders.

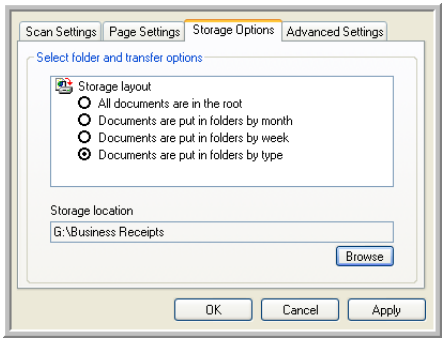
TO TRANSFER DOCUMENTS TO A SERVER OR MAPPED DRIVE

When selecting the storage location for scanned documents, you can select a local folder, or a folder on a server or mapped drive. You select a mapped drive using the **Browse** button.

1. See "Scanning to Multiple Folders" on page 86 or "Transferring Scanned Documents to Storage" on page 84 for the steps to select the Transfer to Storage options.

   On either the OneTouch 4.0 Link Properties window, or from the Scan Configuration Properties window, click the **Browse** button.

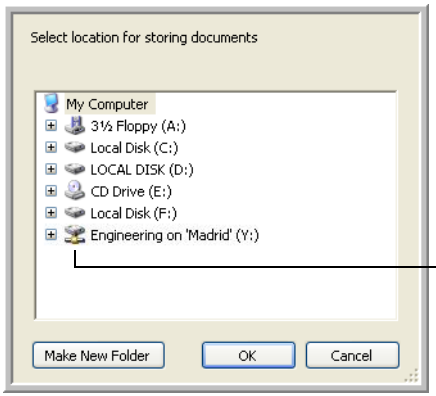




The Browse For Folder window opens.

2. Select a storage location on the mapped drive or server for the scanned documents.

   Servers and mapped drives are represented by an icon that indicates its network connection.

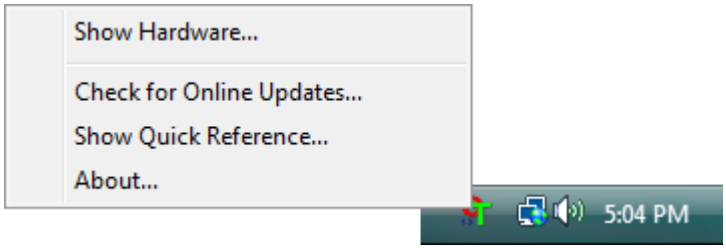


3. Click **OK**.

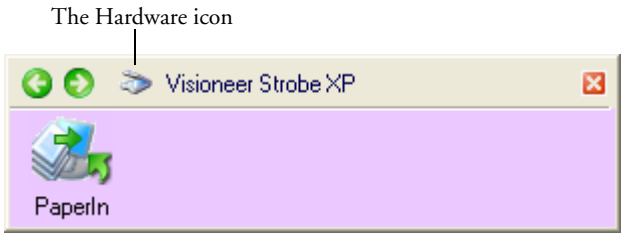
   Now when you scan using Transfer to Storage as the Destination Application, the documents are stored on the server or mapped drive.

CHECK THE HARDWARE AND SELECT DEVICE SETTINGS

1. Right-click on the OneTouch icon and choose **Show Hardware** from the pop-up menu.

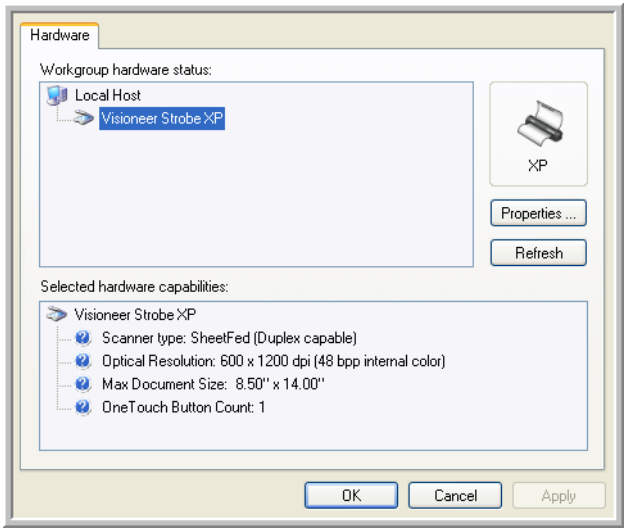


You can also click the scanner icon at the top of the OneTouch Button Panel.



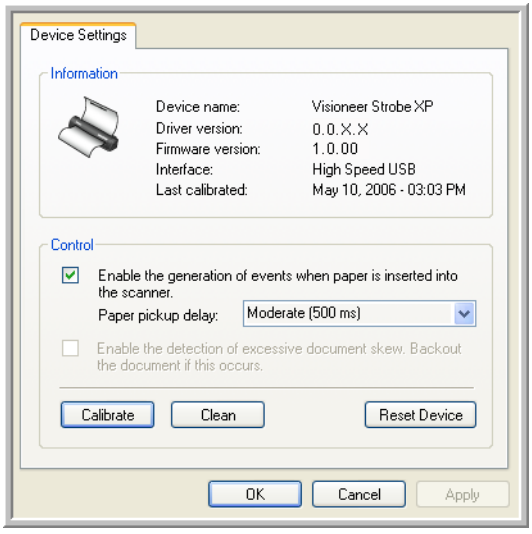
If the Hardware View of the panel is open you can also right-click on the Visioneer Strobe XP icon.

The Hardware Properties dialog box appears and shows information about your Visioneer Strobe XP scanner.



2. Click the **Properties** button.

   The Device Configuration Properties window opens. You use this window to select new device settings for you scanner.



The Interface information refers to the USB port where your scanner is connected. The scanner automatically detects the type of USB port and displays the information here. The example above shows a scanner connected a USB 2.0 High Speed port. Your scanner may also be able to connect to a USB 1.1 Full Speed port.

1. The option **Enable the generation of events when paper is inserted into the scanner** enables your scanner's "AutoScan" feature. The scanner senses when an item is inserted into the scanner's page feed, grabs the item, and feeds it into the scanner automatically. You don't need to click a Scan button to start the scanning.

   If this option is not enabled, the scanner will still grab the item, but will then wait until you click the Scan button to start scanning.

   If the "AutoScan" option is enabled, the **Paper pickup delay** also becomes available. The **Paper pickup delay** is the amount of time you want the scanner to wait until it feeds the item into the scanner to start scanning.

2. To set the **Paper pickup delay**, click the drop-down arrow and choose from the list of 5 options. The settings are in milliseconds, so 1250 ms is 1.25 seconds.

3. The option **Enable the detection of excessive document skew. Back out the document if this occurs**, is for sensing if a document is being fed into the scanner skewed to such an extent that the scan image will be degraded.

   If this option is selected and you insert a document skewed, the scanner will start to scan, but then scanning will stop and the document will back out of the page feed so you can re-insert it straight. This option is greyed out if it is not available for your scanner.

4. Click **OK** to enable the new settings.

5. To return the scanner to its original factory settings, click **Reset Device**.

Note: The **Calibrate** and **Clean** buttons are for maintaining your scanner in optimum operating condition. See "Maintenance" on page 115 for the steps to calibrate or clean your scanner.

SCANNING FROM TWAIN SOFTWARE

You can scan from any TWAIN scanning application instead of scanning using the OneTouch AutoLaunch feature or the OneTouch Button Panel.

A NOTE ABOUT THE TWAIN STANDARD

Your scanner uses the TWAIN interface to scan photographs and documents. TWAIN is a widely recognized standard that computers use to receive images from scanners, digital cameras, and other digital devices. The TWAIN scanning interface can be accessed from any TWAIN scanning application you have installed on the computer. Applications such as Nuance PaperPort and ArcSoft PhotoImpression, which were provided with your scanner, and many other applications, will use the TWAIN interface for scanning. This section specifically describes how to use the features of the TWAIN interface for scanning, however, the instructions in this section may use the PaperPort software as an example only.

Refer to the User Guide you received with your other scanning application for instructions on setting up that application to access the TWAIN interface. As previously stated, the scanning method is the same, but you will need to refer to your product's user guide for instructions on how to access the scanner and how file handling works.

Instructions for setting up the PaperPort software to access the TWAIN interface is provided in this User's Guide.

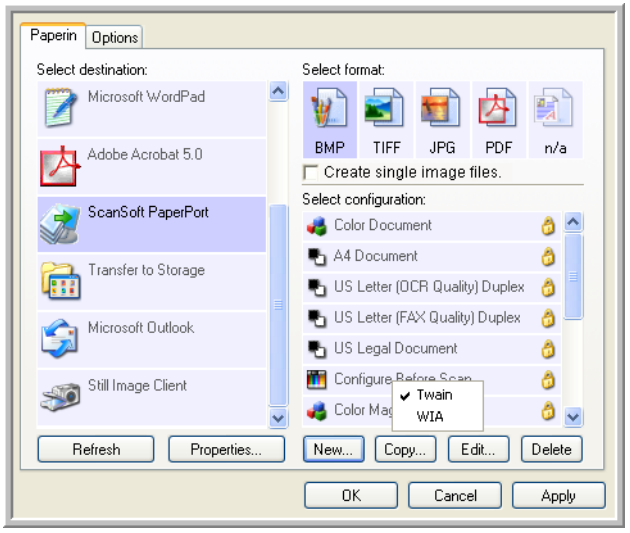
ACCESSING THE TWAIN INTERFACE

As previously stated, you can access the TWAIN interface from any TWAIN compliant scanning application. You can configure any of your OneTouch buttons to automatically open the TWAIN interface when you press a button on the scanner.

Below are instructions for accessing the TWAIN interface from OneTouch and from PaperPort.

Opening the TWAIN Interface from OneTouch

1. Press, hold down, then release the Scan button.
2. When the OneTouch 4.0 Properties window opens, select the configuration **Configure Before Scan**.
3. Right-click on Configure Before Scan and make sure there is a check mark next to TWAIN.



4. Click OK to save your changes and close the OneTouch Properties window.
5. Insert a page into the scanner.

6. The TWAIN interface will now open.

Note: If you choose to use OneTouch Configure Before Scan for scanning from the TWAIN interface, the final image will be sent to the destination application set for that button. Please see "Setting Destination Application Properties" on page 40 for more information on OneTouch destinations.

Note: At this time the TWAIN interface is where you will adjust your scan settings. Please see the following section for adjusting the scan settings in the TWAIN interface.

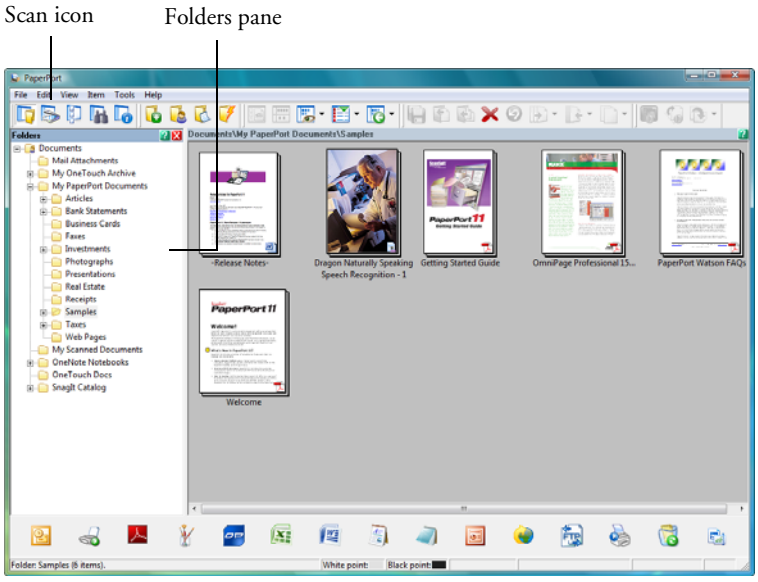
OPENING THE TWAIN INTERFACE FROM PAPERPORT

The instructions in this section are for scanning with your scanner's TWAIN interface.

To scan an item using PaperPort:

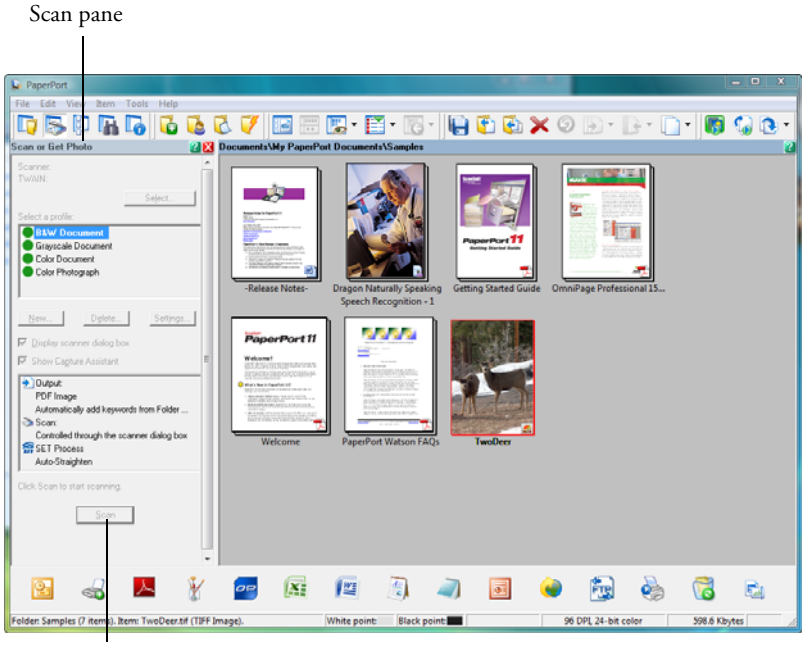
1. On the Windows taskbar, click **Start**, point to **Programs**, point to **ScanSoft PaperPort,** and then click **PaperPort**.

   The PaperPort desktop opens.



2. Click the **Scan** icon on the PaperPort command bar.

The Folders pane is replaced by the Scan pane.



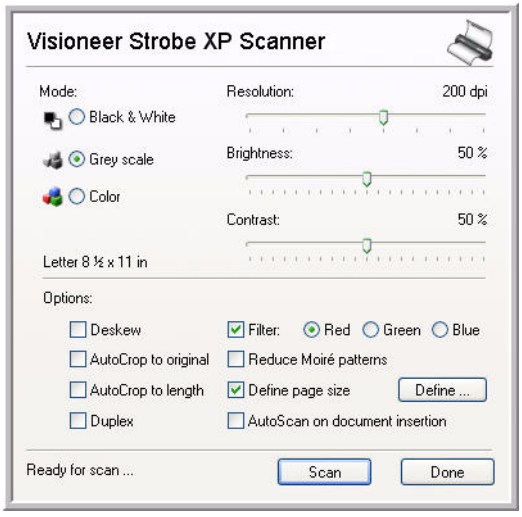
3. From the PaperPort scanner selection window, choose the **TWAIN: Visioneer Strobe XP 300** scanner.
4. Click the **Scan** button on the Scan pane.

Note: Please wait a few moments for your selection from the drop-down list to become active. This delay only occurs the first time you select from the list while PaperPort initializes the scanner. Later on, the scanner initializes immediately when you select it from the list.

Note: If the Scan button at the bottom of panel is not available when you make a selection from the Scanner drop-down list, your computer needs to be setup to use the scanner. See the section, "Setting Up Your Scanner to Work with PaperPort" on page 106.

SCANNING FROM THE TWAIN INTERFACE

The TWAIN interface allows you to modify the scan settings for your document.



The options on the Visioneer Strobe XP TWAIN interface are:

- **Mode**—Select a scanning mode:

  Black&White to scan in black and white. The scanning pixels are all the same size and are either black or white. Use this setting for letters, memos, and other black and white material. This scan mode produces the smallest file size.

  GrayScale to scan items such as documents containing drawings or black and white photographs. The scanning produces an image of up to 256 shades of gray. You can also scan a color document to turn its colors into gray shades. The file size is about one third that of a color scan.

  Color to scan magazine articles, photographs, and other color images in full color. Color scans have the largest file size.

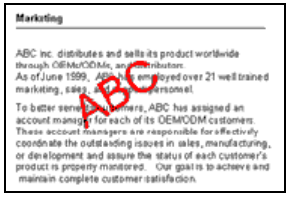
- **Resolution**—Drag the slider to the right or left to adjust the dots per inch (dpi) of the resolution. The maximum resolution is 600 dpi; the minimum is 75 dpi. This option determines the amount of detail you can see in the scanned image. The higher the dpi setting, the sharper and clearer the scanned image. However, higher dpi settings take longer to scan and produce larger files for the scanned images. Usually the higher resolution settings are used for precision work, such as photographs or fine artwork.
- **Brightness** and **Contrast**—Sometimes an image is scanned with the brightness and contrast set too light or too dark. For example, a note written with a light pencil may need to be scanned darker to improve legibility. Increasing or decreasing the brightness makes the scanned image lighter or darker. Contrast refers to the difference between the lighter and darker portions of the image. Increasing the contrast emphasizes the difference between the lighter and darker portions, decreasing the contrast de-emphasizes that difference. Contrast is used in conjunction with brightness.
- **Deskew**—Select this option to let the scanner automatically determine if a page is skewed, and then straighten its image. The scanner detects page edges and can sense when the page is fed through at an angle. However, if the page is fed through at too great an angle, the page will back out of the scanner automatically. In that case, feed the paper in straight and re-scan the image.
- **AutoCrop to Original**—Select this option to let the scanner automatically determine the size of the item being scanned. For example, if you scan a 5" x 7" photo, the scanner will determine the size of the photo, and the scan area is the size of that photo.

  When using the AutoCrop to Original option, always use the paper guides on the scanner so the page is not skewed.

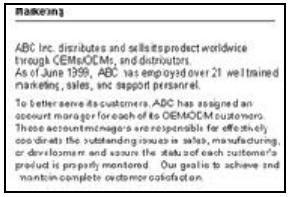
Note: Also make sure to set the page size larger than the item that you're scanning so the Autocrop process will have sufficient room on the page to crop the image properly.

- **AutoCrop to Length**—Select this option to let the scanner automatically crop the scanned document from the top to the bottom edge of the page, affecting only the length of the document. The width of the scan area is not affected. The scan width is determined by the chosen page size.
- **Duplex**—Scan both sides of the page. If this option is not selected, the scanner will only scan the side of the page facing down when you insert it into the scanner.
- **Filter**—The Filter is the ability of your scanner to automatically remove a color from a scanned item. For example, if you are scanning a letter with a red watermark, you can choose to filter out the red so the scanned letter just shows the text and not the red watermark. The Filter option applies to Black&White or GrayScale Mode.

The original with a red watermark over black text.



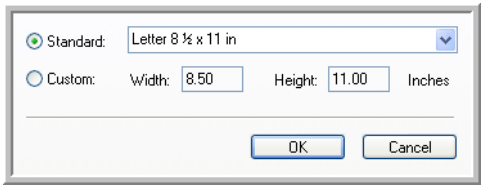
The scanned item with the red filtered out.



- **Reduce Moire Patterns**—Moire patterns are wavy, rippled lines that sometimes appear on the scanned images of photographs or illustrations, particularly newspaper and magazine illustrations.

  Selecting **Reduce Moire Patterns** will limit or eliminate moire patterns in the scanned image. This option is only available for the GrayScale or Color Mode at 200dpi or less.

- **Define page size**—Click this option to activate the **Define** button. Then click the **Define** button to see the **Define page size** dialog box for selecting a specific page size.



  Click **Standard**, click the menu arrow and choose a page size from the list, or click **Custom** and enter the horizontal and vertical page dimensions in the boxes. The maximum size is 8.5" x 14". The units of measurement can be inches or millimeters. Click the name of the units, inches or mm (millimeters), to toggle between them.

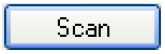
  Click **OK**.

  The currently selected page size appears in the middle of the TWAIN interface on the left hand side.

  The Define page size option cannot be used with **AutoCrop to Length** or **AutoCrop to Original** options.

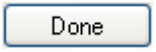
- **AutoScan on document insertion**—Your Visioneer scanner includes AutoLaunch technology that senses when an item is inserted into the paper feed and starts scanning immediately. Select this option to turn on the AutoLaunch feature. The item is scanned with the current scan settings on the TWAIN interface. If this option is not selected, the scanner waits for you to click the **Scan** button.

1. When you're ready to scan, align the document between the Paper Guides if your scanner has them, and insert the document into the paper feed. To scan a single side, insert the page face down.



2. Click the **Scan** button (if the AutoScan feature is not turned on).

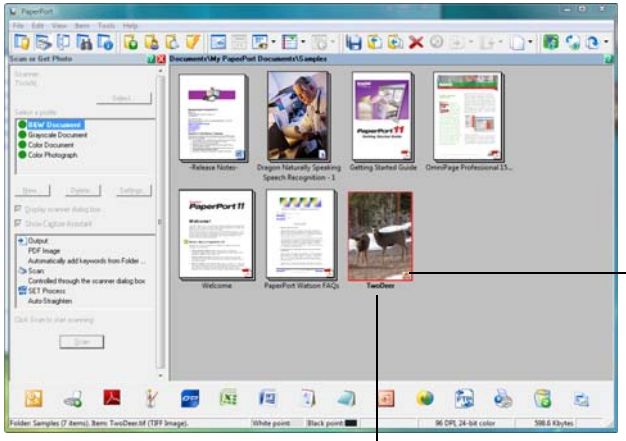
   The scanner starts scanning and a progress box shows the image.



3. If you are not scanning multiple pages, click the **Done** button on the TWAIN interface

4. Your scan will now be in the TWAIN scanning application.

If you are using PaperPort, when the scanning is finished, and then click **Done** on the **PaperPort-Scan** window.



ON THE PAPERPORT DESKTOP

Unless you changed it with the Settings option, the name of the scanned image is the day, date, and number of scanned items that day. For example, the second item scanned on a day is followed by a (2), the third by a (3) and so on. To change a name, click it to select its text and type a new name.

The thumbnail images of a stack of documents has "go to page arrows" at their top right corners so you can click to flip through the pages in the stack. The page counter underneath the thumbnail name shows which page you're viewing.

The small icon at the bottom right corner of the thumbnail image indicates the file format of the scanned item.

GETTING HELP WITH THE PAPERPORT SOFTWARE

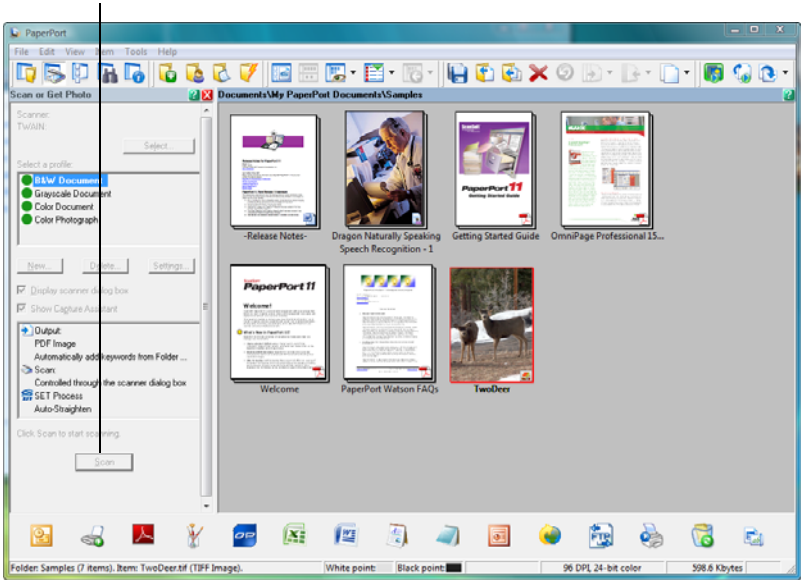
The PaperPort software includes a complete set of help topics that answer questions about each feature of the software. To open the Help Topics window, press the **F1** key or choose **PaperPort Help** from the **Help** menu.

You can also refer also to the *PaperPort Getting Started Guide* and *PaperPort User's Guide* on the CD.

SETTING UP YOUR SCANNER TO WORK WITH PAPERPORT

When you selected a scanning option from the Scanner drop-down list, such as **TWAIN: Visioneer Strobe XP,** the **Scan** button at the bottom of the panel should become active after approximately 5 to 10 seconds. If it doesn't, you need to set up your scanner to work with the selected option.

If this Scan button is not active,
you need to setup your computer.

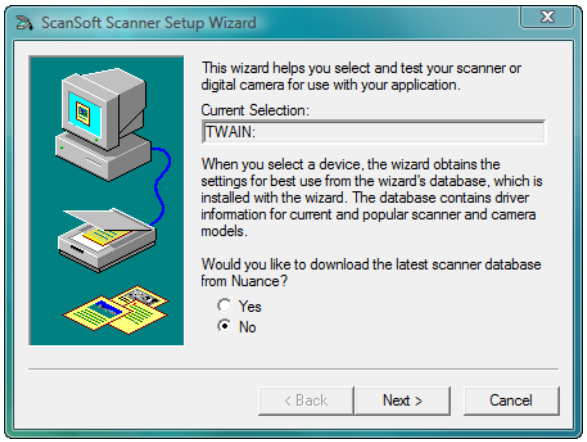


Note: Setting up your scanner is a one-time-only process for each option from the Scanner selection list. Therefore, you may have to set up your scanner once each for **TWAIN: Visioneer Strobe XP** and **WIA: Visioneer Strobe XP**. The setup process, described below, is the same for each option. You will not have to set up the scanner again for an option unless you uninstall the scanner and PaperPort software, then re-install them.

To set up your scanner:

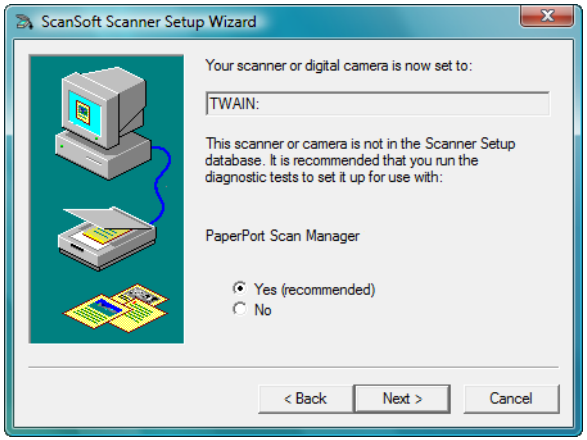
1. From the Scanner drop-down list, select one of the options, such as **TWAIN: Visioneer Strobe XP**.
2. Click the **Setup** button.

   A window opens to begin the setup process.



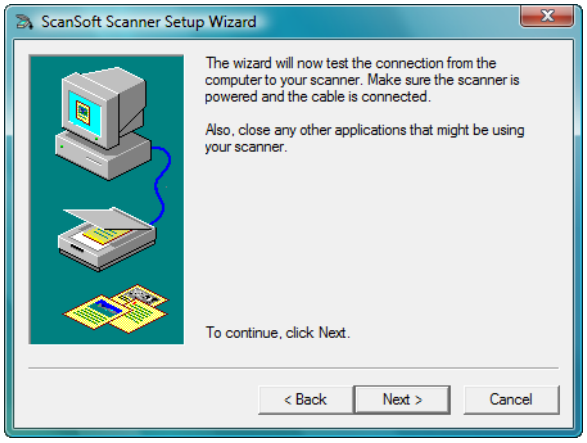
3. Click **Yes** then click **Next**.

   The next window offers you the option to run hardware diagnostics.



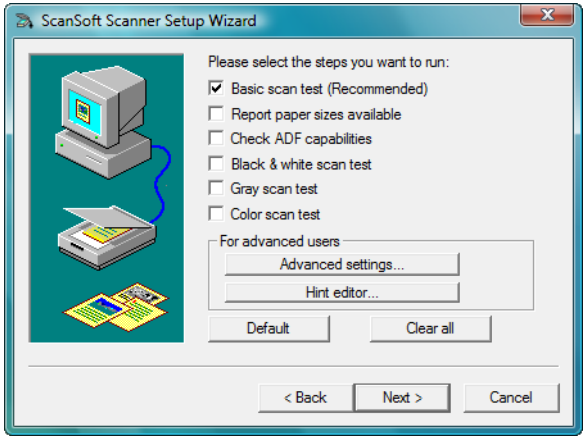
4. Click **Yes (recommended)** then click **Next**.

   The next window is for checking the connection between your scanner and the computer.



5. Click **Next**.

   After the Setup Wizard checks the connections, the next window is displayed. It has a series of setup options, but only the Basic scan test is necessary because your scanner was already tested when you installed the OneTouch 4.0 software.



6. Click **Next**.

   The TWAIN Interface opens.

Note: If you are setting up the scanner for the WIA scanning options, the WIA interface opens instead.

7. Insert a page into the scanner and the **Scan** button on the TWAIN Interface will become active.

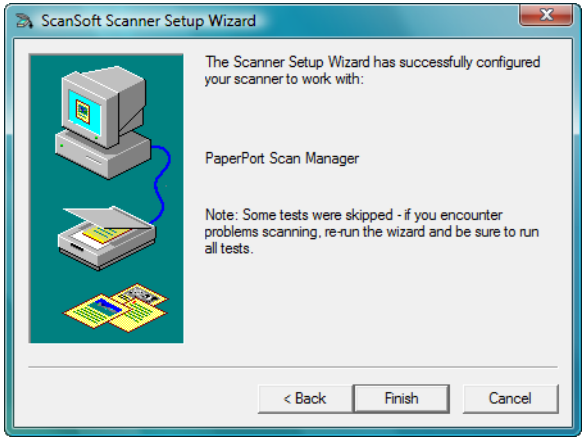
8. Click the **Scan** button.

   The Setup Wizard runs the scan test.

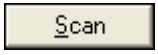
   A message window opens that says "Basic scan test passed."

9. Click **Next** on the message window.

   The final Setup window opens to let you know the setup process is finished.



10. Click **Finish**.



Your scanner is now setup for the scanning option you selected (in the example above, it's the TWAIN option) and the **Scan** button on the PaperPort window will now become active.

SCANNING FROM THE WIA INTERFACE

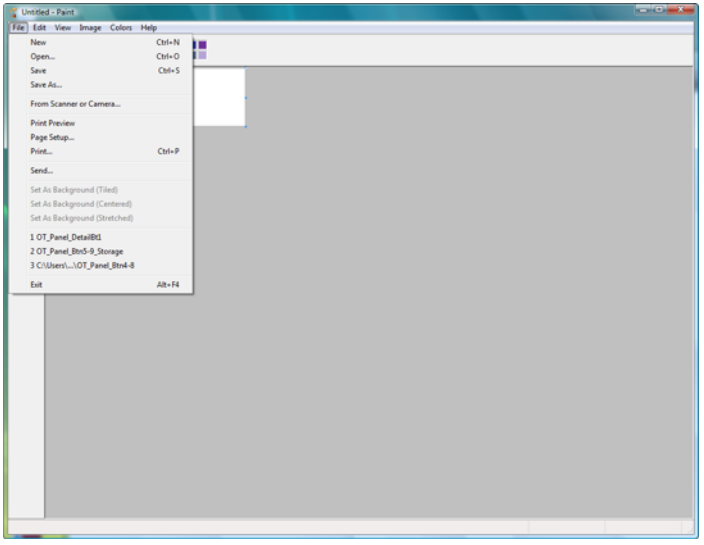
The instructions in this section are for scanning using WIA on computers running Windows XP or Windows Vista. If your computer is running an earlier version of Windows, it cannot use WIA to scan. See "Scanning from TWAIN Software" on page 95.

This section shows how to use Microsoft Paint to scan using the WIA interface

To scan an item:

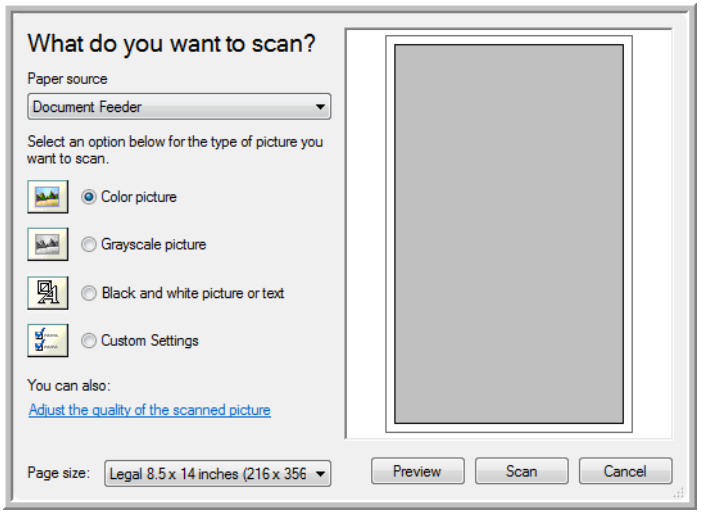
1. On the Windows taskbar, click **Start**, point to **All Programs**, point to **Accessories,** and then click **Paint**.

   The Paint window opens.



2. From the **File** menu choose **From Scanner or Camera**.

The **Scan using Visioneer Strobe XP** window opens. Use this window to select scanning options and start the scanner.



3. Click the button most appropriate for the item you're scanning.

   To scan with the Custom Settings option see the next section, "Fine Tuning Your Scans".

4. Align the document between the Paper Guides and insert it into the paper feed. Insert the page face *down*.

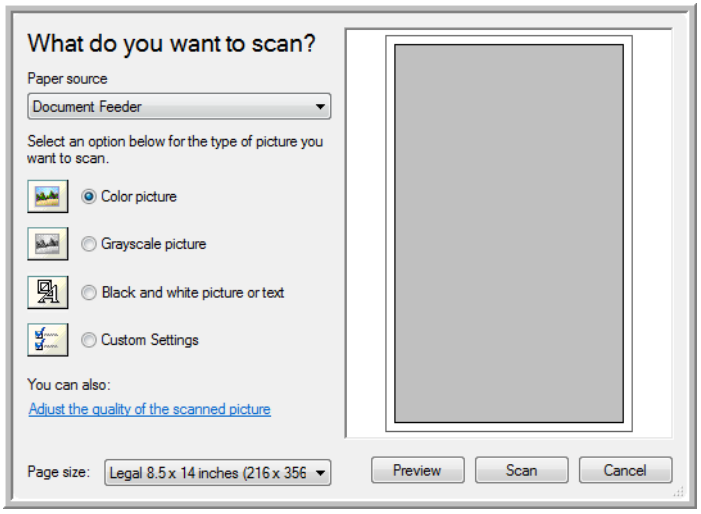
   You can only scan a single side at a time with the WIA interface.

5. Click the **Scan** button.

FINE TUNING YOUR SCANS

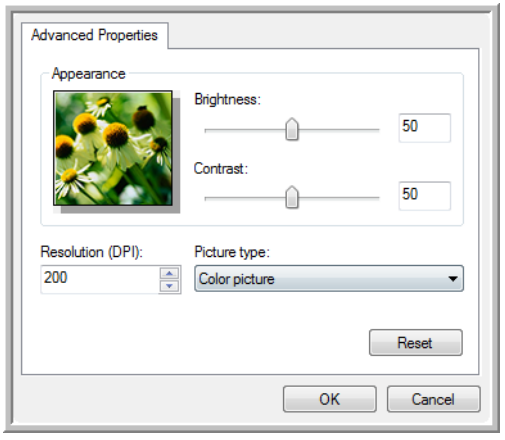
You can select new settings before you scan an item to fine tune exactly how you want to scan a particular item.

To select the scanner settings before you scan:



1. On the **Scan using Visioneer Strobe XP** window, click **Adjust the quality of the scanned picture**.

   The Advanced Properties dialog box opens.



2. Select the options for scanning.

   Brightness and **Contrast**—Drag the sliders to the right or left to adjust the brightness and contrast of the scanned image. The Contrast setting does not apply to the setting **Black and White picture or text**.

   Resolution (DPI)—Click the drop-down list and choose the dots per inch (dpi) of the resolution. The maximum resolution is 600 dpi; the minimum is 75 dpi. The higher the dpi setting, the sharper and clearer the scanned image. However, higher dpi settings take longer to scan and produce larger files for the scanned images.

   Picture type—Click the drop-down menu and choose the most appropriate type for the item you're scanning.

3. Click **OK**.

   The Custom Settings button is now set to scan with the options you selected.

   If you want to reset the settings and start over, click **Reset**.

Maintenance

This chapter contains information on recalibrating, troubleshooting, cleaning, uninstalling, and scanner specifications.

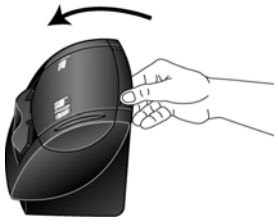
RECALIBRATING OR CLEANING YOUR SCANNER

You calibrated your scanner during installation, but after many hours of use you may find that scanned images may not be a sharp and clear as when you began using the scanner. In that case, recalibration may solve the problem.

If your scanned images have streaks, smudges, or dirt spots, you may need to clean the scanner with the Cleaning Paper.

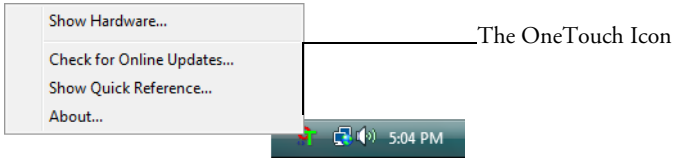
To recalibrate your scanner:

1. Close the scanner's back panel so the calibration paper will feed straight through the scanner.

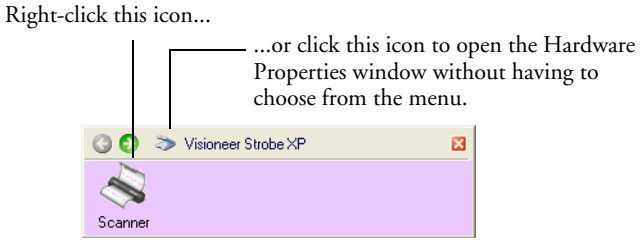


2. Use any of the following methods to start the recalibration or cleaning:

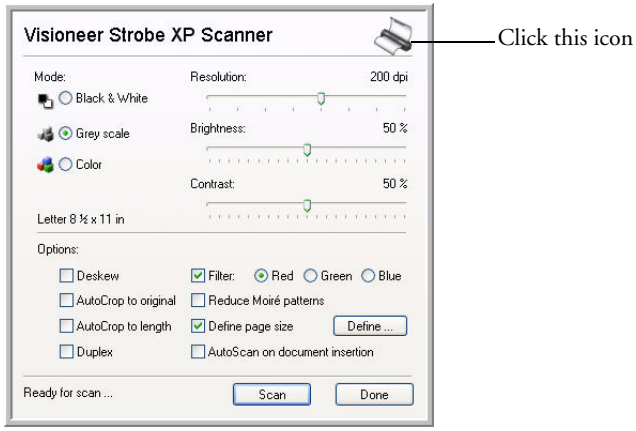
   - *Right-click* on the OneTouch icon in the Windows Notification Area (at the bottom right corner of the screen) and choose **Show Hardware** from the pop-up menu.



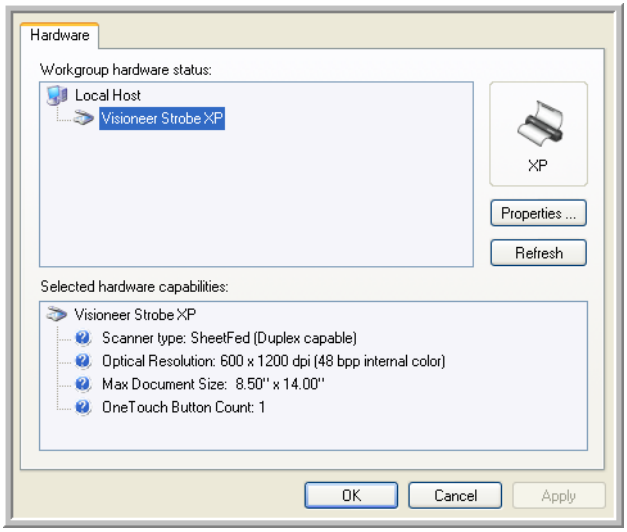
   - Click the small scanner icon on a OneTouch Panel, or right-click the scanner icon on the OneTouch Hardware Panel to open the Hardware Properties window right away.



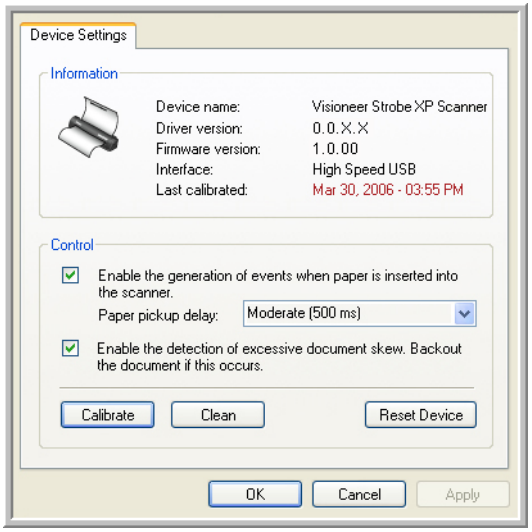
   - If you scanning from PaperPort or other TWAIN application, click the scanner icon at the top right corner of the window.



3. When the Hardware Properties window appears, click the **Properties** button



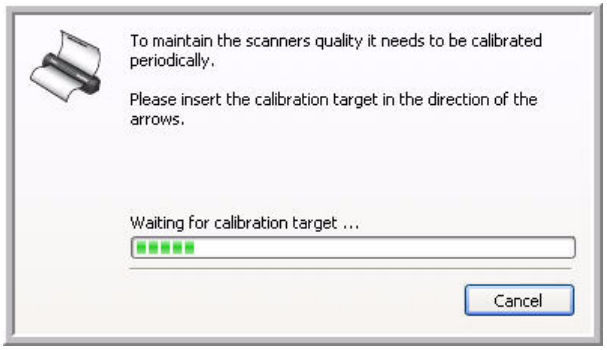
The Device Configuration Properties window opens and shows the Device Settings. Note that the "Last calibrated" date is red, indicating that calibration is now due.



4. To recalibrate the scanner, click the **Calibrate** button.

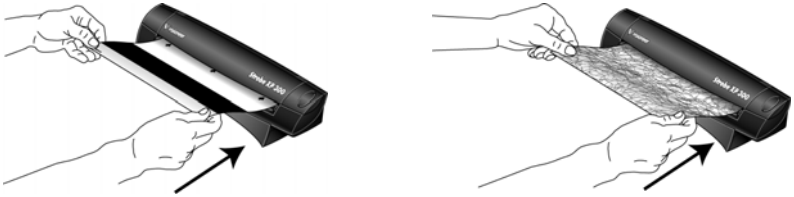
   To clean the scanner, click the **Clean** button.

   A message appears for you to insert the calibration or cleaning page. This sample shows the message for inserting the calibration page. The message for inserting the cleaning page is similar.



5. Insert the calibration page into the page feed.

   The scanner grabs the paper and feeds it through the scanner.



   The scanner will automatically pass the calibration sheet back and forth several times.

   Do not remove the sheet until calibration is finished.

6. When calibration or cleaning is complete, the page will back out of the scanner.

   If the page passes straight through and does not back out at the end of the calibration, repeat the process.

7. Close the **Device Configuration Properties** window, and remove the calibration paper, or cleaning paper and replace it in its plastic bag.

Note: Do not discard the cleaning paper. You can use it several times. If additional cleaning is necessary, add a few drops of Isopropyl alcohol (rubbing alcohol) to the cleaning paper and use it again.

Note: If the calibration page is not available, you can use a piece of blank white paper as a substitute. However, calibration will not be as precise as with the regular calibration page.

TROUBLESHOOTING

In addition to the troubleshooting information contained in this section, please see the Readme file in the PaperPort directory on your computer's hard drive. The Readme file contains additional information that may help you diagnose problems with the scanner.

If you try all the troubleshooting procedures described in this section and in the Readme file, and the scanner still has problems, you may have a malfunctioning scanner. Refer to the technical support card you received with your scanner for technical support information.

Problem: The scanner icon disappeared from the Windows taskbar.

Check for one of these possible problems:

- **Are the cables loose or not plugged in securely?** Inspect the cable connections. Make sure all cables are plugged in securely.
- **Is the AC adapter plugged in?** Make sure the AC adapter is securely plugged into a working electrical outlet.

Problem: The scanner won't scan. What's wrong?

Check for one of these possible problems:

- **Are the cables loose or not plugged in securely?** Inspect the cable connections. Make sure the cables are plugged in securely.
- **Did you restart the computer after installing the software?** If you didn't restart the computer, it may not have loaded all of the software files. Try restarting your computer.
- **Did you plug the scanner into a USB hub?** If you're using a USB hub to connect the scanner, the hub must have its own power supply. If the hub does not have its own power supply, plug the scanner into a different USB port on the computer.
- **Did you select another scanning source in the PaperPort Scan Pane?** If you use multiple devices with your computer, you may have selected another source for images. Start the PaperPort software and click the **Scan** icon and then make sure **Visioneer Strobe XP** is selected as the scanner.

Problem: During installation I got the error message: PaperPort Installation is not complete. What do I do?

The installation procedure was not successful. You need to reinstall the PaperPort software.

Problem: I got the error message: PaperPort cannot allocate enough memory to perform internal critical operations. What do I do?

Close any other active applications so that additional memory is available. If you click Continue, PaperPort moves the file to the PaperPort data directory and renames the file with the prefix "bad". This allows you to recover the file later. To recover the file, import it into PaperPort by using the Import command in the File menu.

Problem: The installation will not complete successfully. If installation finishes, the scanner's OneTouch 4.0 options do not seem to work properly. What do I do?

A likely cause is that some driver programs are already installed on your computer for another scanner. They are interfering with the installation and OneTouch options, and you need to remove those other drivers and re-install your Visioneer Strobe XP scanner. Please see the documentation that you received with the other scanner for the steps to remove its driver programs. You can also use the basic steps in the section "To Install Another Driver" on page 123, but instead of uninstalling OneTouch 4.0, uninstall the other scanner's driver programs. After uninstalling the other scanner's driver programs, uninstall OneTouch 4.0 using the steps on page 122, then reinstall it.

Problem: The scanned images are of poor quality even after I recalibrated and cleaned the scanner. What do I do?

The calibration procedure was not successful. You may have a defective scanner. Please see the Technical Support Card that you received with your scanner for the telephone number or email address to contact Visioneer Technical Support.

Problem: How do I uninstall PaperPort?

See the next section. Uninstalling does not delete your scanned items; they remain in the PaperPort Data folder.

HOW TO UNINSTALL YOUR SCANNER

To uninstall the scanner, remove the Visioneer Strobe XP 300 software, the PaperPort software, or other scanner software provided with your scanner.

UNINSTALLING THE ONETOUCH SOFTWARE

1. Open the Windows **Control Panel** from your start menu.
2. *Windows 2000 or XP:* Double-click the **Add/Remove Programs** icon.

   Windows Vista: Double-click the **Programs and Features** icon.
3. From the list of programs, select **OneTouch 4.0**.
4. Click the **Change/Remove** or **Uninstall** button.
5. Follow the uninstall wizard through removing the scanner driver.
6. When the uninstall is complete, unplug the scanner's USB cable from the computer.

UNINSTALLING THE PAPERPORT SOFTWARE

1. Open the Windows **Control Panel** from your start menu.
2. *Windows 2000 or XP:* Double-click the **Add/Remove Programs** icon.

   Windows Vista: Double-click the **Programs and Features** icon.
3. From the list of programs, select **OneTouch 4.0**.
4. Select **PaperPort** and click the **Remove** or **Uninstall** button.
5. Follow the uninstall wizard through removing the PaperPort software.

   The PaperPort software is removed from your computer.
6. Close all open windows and reboot (restart) your computer.

TO INSTALL ANOTHER DRIVER

Before you can install another driver for your scanner, you must remove the currently installed driver first. Then the new driver can be installed.

1. Uninstall the OneTouch 4.0 driver.
   a. Open the Windows Control Panel.
   b. *Windows 2000 and XP:* Double-click the **Add or Remove Programs** icon.
      Windows Vista: Double-Click the **Programs and Features** icon.
   c. Select OneTouch 4.0 then click on the **Remove** button.
   d. An "Add or Remove" message box opens and asks if you are sure you want to remove OneTouch 4.0 from your computer. Click **Yes**.

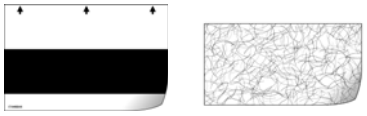
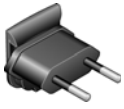
   The OneTouch 4.0 software is removed from your computer.
2. Unplug the scanner USB cable.
3. Reboot (restart) your computer.
4. Follow the instructions in "Step 1: Install the Software" on page 5 of this User Guide and follow steps for installing one of the other driver options.

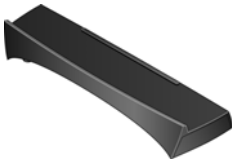
VISIONEER STROBE XP 300 SCANNER SPECIFICATIONS

Optical resolution	600 dpi
Bit Depth	48-bit color (internal, 16-bit a/d converter recognition, over 68 billion colors) 16-bit gray (internal, 4096 shades of gray)
Output Bit Depth	24-bit color, 8-bit grayscale, 1-bit black and white
Scan Method	Fast Sheet fed
Interface	USB 2.0 High Speed
Scanner dimensions	
Height	1.75 inches (4.45 cm)
Width	2.0 inches (5.08 cm)
Length	11.75 inches (29.85 cm)
Weight	1.3 pounds (0.59 kg) (without stand)
Operating temperature	50°–104° F (5°–35° C without condensation)
Relative humidity	20%–80% (@35° C without condensation)
Hardware warranty	One-year limited warranty upon registration of scanner

VISIONEER SCANNER PARTS LIST

Please use the following part names and part numbers when ordering replacements for your scanner. Visit our web site at www.visioneer.com to order replacement parts.

Part	Part Name	Part Number
	Calibration Sheet and Cleaning Sheet	05-0679-000
	Duplex Document Sleeve and Duplex Receipt Sleeve	05-0680-000
	Mini USB 2.0 High Speed Certified Cable	35-0100-000
	Power Supply	37-0066-000
	Europe Clip, JF16, A3	37-0068-000
	UK Clip, 15RPK-N, A2	37-0069-000

	US Clip, RPA 10, D2	37-0073-000
	Plinth, Scanner Mounting Stand	85-0237-000
	Carrying Bag	88-0489-000

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